

# Manual 24

## Washington Coast Restoration and Resiliency Initiative Grant Program

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February 2020



**COAST SALMON**  
PARTNERSHIP



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# Schedule

Task	Date	Description
Request for Proposals Published	February 10, 2020	Coast Salmon Partnership releases the Request for Proposals to grant mailing list, area newspapers, and partnership and Recreation and Conservation Office (RCO) Web sites.
Application Workshop	February 19, 2020	RCO hosts a workshop to provide program information and help project sponsors with proposal development.
Draft Project Proposals Due	March 13, 2020	Project sponsors submit draft proposals.
Eligibility Notification	March 30, 2020	RCO notifies sponsors whether projects meet minimum eligibility standards.
Project Site Visits	April 13 to May 15, 2020	Technical Review Panel visits sites with project sponsors.
Review Comments to Project Sponsors	May 18, 2020	RCO shares comments from the Technical Review Panel with sponsors.
Final Project Proposals Due	June 12, 2020	Project sponsors submit final project proposals, incorporating revisions based on Technical Review Panel comments.
Project Scoring and Ranking	June 15 to July 15 2020	Technical Review Panel evaluates projects and develops a ranked project list based on the evaluation process. See <a href="#">Appendix A</a> : Evaluation Criteria.
Draft Investment Plan Submitted and Sponsors Notified	August 3, 2020	Washington Coast Restoration and Resiliency Initiative (WCRRI) Steering Committee submits the ranked project list to RCO. RCO notifies sponsors and submits the 2021-2023 investment plan to the Washington State Legislature.
Funding Notification	To Be Determined	RCO notifies sponsors they have received funding, dependent on funding from the state Legislature.

# Section 1: Introduction

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**In this section, you'll learn about the following:**

- ✓ The grant program
- ✓ This manual
- ✓ Where to get information
- ✓ Technical Review Panel

## About the Washington Coast Restoration and Resiliency Initiative

*The mission of the WCRRI is to protect and restore ecosystems of the Washington Coast while promoting the resilience of coastal communities through job creation and hazard reduction.*

In the 2015 legislative session, Governor Jay Inslee and the Washington State Legislature appropriated \$11.5 million in state capital funds to the Washington Coast Restoration Initiative (WCRI) to fund family-wage jobs associated with habitat protection and restoration projects along Washington's Pacific Coast. In the 2017 legislative session, the Legislature appropriated an additional \$12.5 million in state capital funds to these efforts. In the 2018 legislative session, legislators showed interest in expanding the breadth of the program to include funding for coastal resiliency in addition to the coastal ecosystem protection and restoration funding that were already in place. Thus, the Washington Coast Restoration and Resiliency Initiative came to be. The 2019 Legislature marked an additional \$11.7 million appropriation toward coastal ecosystem protection and restoration under the program.

Developed by a consortium of planners, grant managers, and restoration practitioners, WCRRI is a grassroots initiative jointly administered by the WCRRI Steering Committee and the Recreation and Conservation Office (RCO), which functions as the program administrator and fiscal agent. The role of the steering committee is to adopt governing policies, set project evaluation criteria, review project scoring and recommendations from the WCRRI Technical Review Panel, and approve a prioritized list of projects to be submitted to the Governor's Office and the Washington State Legislature for funding consideration.

## Program Strategy

The WCRRI supports projects of regional importance that do the following:

- Address the regions highest priority ecological protection and restoration needs while stimulating economic growth and creating jobs in coastal communities.
- Use cost-effective methods to substantially protect and restore ecosystem functions, goods, and services.

Additional objectives of the program are to advance the skillsets and tools used for coastal restoration and to foster ecological and community resilience by reducing hazards and risk, providing guidance for land use planners, and improving coastal infrastructure.

The most competitive WCRRI proposals will do the following:

- Fully address the restoration need, hazards and risk, and community benefit
- Identify process-based solutions
- Take protection and/or restoration actions
- Communicate the effectiveness of their actions at increasing the resiliency of the ecosystem
- Provide employment opportunities for coastal communities

Each grant round is a new, open solicitation for projects that will be evaluated and scored against each other. Applicants with projects from previous grant rounds that were submitted to the state Legislature for funding but were not funded must reapply in a new grant round to be considered for funding. The scoring criteria will be included in the Request for Proposals, found on RCO's [WCRRI grant page](#) at the start of each grant round.

### About this Manual

This manual explains how to apply for grants, the evaluation and scoring process, and gives an overview of WCRRI Steering Committee, Technical Review Panel, and RCO roles. This manual also outlines the primary responsibilities of the grant recipients and explains how additional information and help may be obtained.

This manual references several other RCO manuals, grant materials, and procedures, applicable to applying for and managing a WCRRI grant. All materials are available electronically on the [WCRRI grant page](#). To obtain more information please contact RCO

or the Coast Salmon Partnership staff listed below. This manual is reviewed and updated biennially or as needed.

## Where to Get Information

### About RCO

RCO supports and administers the Recreation and Conservation Funding Board, Salmon Recovery Funding Board, WCRRI, and many other joint-entity grant programs to create outdoor recreation opportunities, protect the best of the state's wildlife habitat and working farms and forests, and help recover salmon populations.

### About the Coast Salmon Partnership

The Coast Salmon Partnership guides the long-term protection and restoration of the Washington Coast's Pacific salmon and steelhead populations in some of their last best habitats in the contiguous United States. By working to restore their numbers toward historical population levels, the partnership helps coastal communities thrive by collaborating with partners to develop solutions that put people to work and ensure the long-term health of the region's iconic salmon and steelhead.

### About The Nature Conservancy and Wild Salmon Center

The Nature Conservancy and Wild Salmon Center support the WCRRI program in multiple ways. Staff from each organization are members of that steering committee, which help shape and make programmatic policy decisions. The organizations participate in the grant round and work with legislators to promote programmatic funding through the capital budget.

### Staff Contacts

#### RCO

Alissa Ferrell, Grants Manager  
Natural Resources Building  
1111 Washington Street S.E.  
Olympia, WA 98501  
[E-mail](#)

Telephone: (360) 865-8618  
FAX: (360) 902-3026  
TTY: (800) 833-6388  
[Web site](#)

#### *Mailing Address*

P.O. Box 40917  
Olympia, WA 98504-0917

The RCO grants manager can answer questions about the grant application process and information contained in this manual. Please feel free to call or e-mail.

## Coast Salmon Partnership

Ned Pittman, Program Director  
100 South I Street, Suite 103  
Aberdeen, WA 98520

[E-mail](#)

Telephone: (360) 532-9113  
Cell phone: (360) 791-6191

[Web site](#)

The program director can answer questions about the grant process, policies and procedures, and the information contained in this manual. Please feel free to call or e-mail.

## Other Grant Manuals You May Need

The WCRRI Grant Program uses RCO's grant framework and references several other RCO manuals. Visit the [WCRRI grant page](#) to obtain copies of these publications or click the links provided.

- [Manual 3: Acquisition Projects](#)—This manual provides basic information about policies for acquiring land with grants administered by RCO.
- [Manual 5: Restoration Projects](#)—This manual provides basic information on restoration projects funded through RCO. Restoration projects generally create, reestablish, or enhance habitat by bringing it back to healthy, self-sustaining conditions.
- [Manual 7: Long-term Obligations](#)—This manual provides basic information and policies for projects funded by RCO grants. The policies apply to sponsors of all grant programs, current and past, including Family Forest Fish Passage Program, Estuary and Salmon Restoration Program, Brian Abbott Fish Barrier Removal Board, Salmon Recovery Grant Program, and WCRRI.
- [Manual 8: Reimbursements](#)—This manual provides general guidance for requesting reimbursements including allowable project costs, how to bill RCO, getting paid, and other requirements.
- [Manual 18: Salmon Grants](#)—This manual was created under the authority granted to the Salmon Recovery Funding Board and the policies of the board and RCO. This manual provides basic information on all aspects of the salmon grant program. WCRRI project sponsors must use (Appendix D-Guidance) in Manual 18 for the design of restoration projects.

## Resource Materials

WCRRI partners have other publications to explain this program including the following:

- General Information–Visit the [WCRRI grant page](#) or the [partnership Web site](#) to learn more about the background and accomplishments of this program.
- Request for Proposal–Visit the [WCRRI grant page](#) for application materials.

Project sponsors are encouraged to review the [Washington State Office of Financial Management](#) capital budget instructions.

## Technical Review Panel

The WCRRI Technical Review Panel is composed of public and private technical experts experienced in Washington State’s coastal ecosystems, communities, and economies in order to provide a comprehensive review of WCRRI projects. Members of the team may include habitat biologists, restoration ecologists, environmental engineers, foresters, economists, marine resources specialists, local stakeholders, and the RCO grants manager (non-scoring). The panel will provide technical assistance to grant applicants during open solicitation of the request for proposals, will evaluate and score submitted proposals, and will review project designs of funded projects as they move forward to implementation. The panel further ensures that proposed projects meet the expectations and eligibility requirements of the grant program.

The RCO grants manager reviews all the applications for eligibility and completeness and executes and administers project agreements. The RCO grants manager will help facilitate clear and open communication with the project sponsors, panel members, program managers, and others throughout the entire process, and will facilitate a better understanding of the funded projects and the grant program’s overall success. The RCO grants manager will be the primary point of contact from the project application through project completion.

The partnership program director provides general support and guidance for team members and helps ensure regionwide consistency and success in meeting programmatic expectations. The program director is the liaison between RCO, the WCRRI Steering Committee, and the WCRRI Technical Review Panel including program reporting and overseeing implementation of WCRRI policies.



# Section 2: Eligible Applicants and Projects

In this section, applicants will learn about the following:

- ✓ Basic eligibility principles
- ✓ Eligible applicants
- ✓ Eligible projects
- ✓ Eligible costs
- ✓ Ineligible project elements
- ✓ Match requirements

## Basic Eligibility Principles

- The proposed project activities must all occur within the geographic boundary of the Coast Salmon Partnership or within the geographic boundary of one of the four Coastal Marine Resource Committees. See Figure 1.

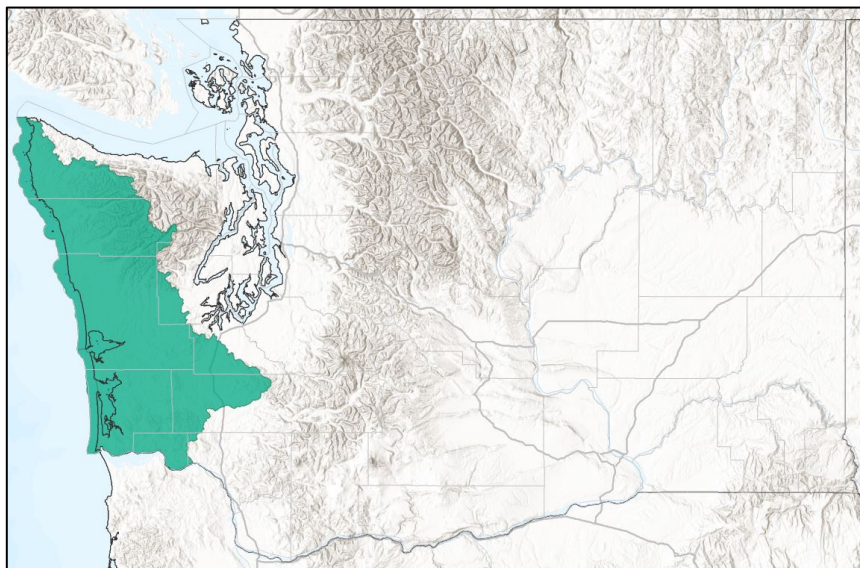


Figure 1. WCRRI geographic scope in Washington State.

- The primary purpose of the project must address the following: 1) the region's highest-priority ecological protection and restoration needs while stimulating

economic growth and creating jobs in coastal communities, and 2) substantial protection and restoration of ecosystem functions, goods, and services through cost-effective methods.

- Projects with the primary objective of providing recreational access or remediating chemical contamination are not eligible as stand-alone projects; however, these activities may be eligible components of a larger project.
- Project awards will not be provided for work that relieves obligatory compensation or mitigation requirements incurred by the project sponsor or a third party, as determined by the WCRRI Technical Review Panel. However, funding may be provided for actions associated with compensation or mitigation, if those actions are above and beyond the mitigation requirements and can be easily isolated from the required mitigation activities.

## **Eligible Applicants**

Only the following are eligible to receive WCRRI funding:

- Cities
- Counties
- Conservation districts
- Federally recognized Indian tribes<sup>1</sup>
- Nonprofit organizations—registered with Washington’s Office of the Secretary of State. A nonprofit charter, organizational documents, or corporate purposes must include authority for the protection or enhancement of natural resources, such as salmon or salmon habitat, or related recovery activities. The charter must provide for an equivalent successor organization under the WCRRI grant agreement, in case the nonprofit dissolves.
- Private or public corporations
- Regional fisheries enhancement groups
- Special purpose districts

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<sup>1</sup>Revised Code of Washington 77.85.010 (12)

- State or federal agencies—projects may occur on federal lands. Applicants should consider restrictions to using federal money for match when applying for a grant.<sup>2</sup>

### Eligible Projects

WCRRI funds a range of projects that correspond with the program’s strategy listed within [Section 1](#) of this manual. If the landowner has a legal obligation under local, state, or federal laws to perform the project, the project must comply with Revised Code of Washington 77.85.130 (6).

### Acquisition

An acquisition project is one that purchases or receives a donation of fee or less-than-fee interests in real property. These interests include, but are not limited to, conservation easements, access and trail easements, covenants, water rights, leases, and mineral rights. Grant applicants interested in acquiring conservation easements must be eligible to hold conservation easements under Revised Code of Washington 64.04.130. Rights or claims may be acquired once the value is established or appraised. **Project sponsors must complete acquisition projects within 3 years of funding** approval unless additional time is necessary, can be justified, and is approved by RCO.

RCO has very specific due diligence, appraisal, reporting, and timeline requirements for acquisition projects so refer to the requirements and checklists in *Manual 3: Acquisition Projects*.

Note that any land costs incurred before the program funding date are ineligible for reimbursement of match unless the grant applicant receives a Waiver of Retroactivity before acquiring the property. To preserve eligibility, contact the RCO grants manager if a property will be purchased before the funding award. See Section 3 of *Manual 3: Acquisition Projects* for more information on applying for a waiver.

RCO does not fund property acquired through condemnation, only property acquired from willing sellers. All acquisitions must be perpetual, including water right acquisitions.

Acquisition projects must identify specific parcels. However, an applicant may propose purchasing stream reaches, estuaries, near-shore, or other larger habitat areas if purchasing any parcel within the specified area will achieve the project’s objectives. In that case, the applicant must identify a geographic envelope, including all the possible

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<sup>2</sup>When land acquired with a WCRRI grant is transferred to a federal agency, RCO may change the terms of the grant to remove binding deed-of-right instruments and enter into a memorandum of understanding stating that the property will retain, to the extent feasible, adequate habitat protections, see Revised Code of Washington 77.85.130(7).

parcels that will provide similar benefits to species or ecological services and certainty of success in the proposal. These parcels should be contiguous or nearly contiguous and include similar conservation values to make them effectively interchangeable when being evaluated for funding. Clearly describe how parcels will be prioritized and pursued for acquisition. [Landowner Acknowledgement Forms](#) are required with each application. For multi-site acquisition projects, enter the top priority parcels with Landowner Acknowledgment Forms into PRISM.

It is important to remember that some activities are never allowed on WCRRI-funded acquired properties. Refer to the Section 7 of *Manual 3: Acquisition Projects*.

### Restoration

Restoration brings a site back to its original, historic function as part of a natural ecosystem or improves or enhances the ecological functionality of a site.<sup>3</sup> **Project sponsors must complete restoration projects within 3 years of funding** approval unless additional time is necessary, can be justified, and is approved by RCO.

Restoration projects should have undergone a planning and design process that generally follows the guidance described in RCO's *Manual 18: Salmon Recovery Grants Appendix D*. Depending on the scope and complexity of a restoration project and the level of design available at application, the WCRRI Technical Review Panel may require a special condition in the project agreement that the sponsor submit preliminary designs and a design report for review before developing a final design or starting construction.

To be eligible for funding consideration, an applicant with a large restoration project is required to submit preliminary design deliverables by the final application deadline. RCO defines large restoration projects as those where the applicant is requesting more than \$250,000 in WCRRI funding to complete the final design and restoration. If RCO funded the planning or design phase of a proposed restoration project, the applicant must submit the completed design deliverables (at a minimum the preliminary designs) by the final application deadline.

[Landowner Acknowledgement Forms](#) are required when a project occurs on land not owned by the sponsor (including publicly owned property). Once funded, [Landowner Agreement Forms](#) are required before beginning construction on private land or land not owned by the sponsor. Note that projects on state-owned aquatic or trust lands require approval from the Washington Department of Natural Resources.

The Washington Department of Fish and Wildlife [Technical Assistance Program](#) provides excellent planning and design guidance for a variety of aquatic habitat restoration

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<sup>3</sup>Washington Administrative Code 420

projects. This program is a multi-federal and -state agency endeavor to provide consistent guidance for the management, protection, and restoration of Washington's marine, freshwater, and riparian habitats. Guidelines are online. Please refer to *Manual 18: Salmon Recovery Grants Appendix D* for specific design and construction deliverables.

The use of non-natural materials in the construction of restoration techniques is strongly discouraged. Applications that include these techniques will be highly scrutinized for their contributions to restoring ecosystem processes and for their species benefits. Artificial materials such as concrete, synthetics, and steel tend to remain in place long after the habitat enhancement techniques in which they have been incorporated have disintegrated naturally, and result in unnatural constraints on long-term, habitat-forming ecosystem processes. Refer to the Washington Department of Fish and Wildlife's 2012 [Stream Habitat Restoration Guidelines](#) and National Marine Fisheries Service's 2008 [Programmatic Biological Assessment: Restoration Actions in Washington State](#) for detailed discussion of the disadvantages of using non-natural materials in stream restoration and the advantages of using materials and techniques that mimic the conditions found in natural settings.

The WCRRI program is designed to support all species and habitats that occur within the Washington Coast region. Applicants must demonstrate that the proposed project outcomes support the protection, restoration, or enhancement of ecosystem functions and processes related to the resilience of these species or their habitats. Guidelines for restoration projects are in *Manual 5: Restoration Projects*. Common elements of restoration projects are in *Manual 18: Salmon Recovery Grants*.

## Planning Projects

### Designs

Good designs are a key precursor to implementing successful habitat restoration projects, particularly if large in scale. Eligible design projects produce conceptual, preliminary, or final design deliverables. See RCO's *Manual 18: Salmon Recovery Grants Appendix D* for definitions and expected outcomes for each of these phases of project development. All design projects must address a limiting factor, hazard, or risk at a specific location.

The project must result in either preliminary design or final project design. See *Manual 18: Salmon Recovery Grants Appendix D* for definitions and required deliverables for each of these phases of project development.

The WCRRI Grant Program recognizes that project designs are sometimes complex in nature and thus no time restriction has been set on these types of projects. However, project sponsors that demonstrate that they can complete their tasks within the

biennium could be awarded a higher score under the “Likelihood to Succeed” evaluation criteria used by the WCRRI Technical Review Panel ([Appendix A](#)).

Submit completed design deliverables or, at a minimum, preliminary designs with the final application for the next phase of a project. Projects only producing conceptual designs must submit those with the application for the next phase.

### Assessments and Inventories

Planning projects that do not produce a site-specific design include habitat assessments and surveys; habitat scoping; feasibility studies; culvert inventories and in-stream surveys; landowner willingness inventories; and innovative learning projects. **Project sponsors must complete planning projects within 2 years of funding** approval unless additional time is necessary, can be justified, and is approved by RCO. All assessments and inventories must be necessary precursors to implementing projects, programs, or innovative techniques to improve habitat identified in a plan; or create local natural resources jobs. Such projects may document and evaluate habitat quality and use; identify the extent and nature of problems and habitat deficiencies; identify and prioritize habitat restoration and protection activities to address these issues; evaluate landowner willingness to participate in restoration and protection activities; or evaluate novel approaches to the restoration of ecosystem function or processes.

Planning projects that do not produce a site-specific design must meet the following criteria:

- The project fills a data gap that clearly limits subsequent project identification or development.
- The results must clearly determine criteria and options for subsequent projects and show the schedule for implementing such projects, if funded.

Assessments and inventories must closely coordinate with other assessments and data collection efforts in the area and with federal, tribal, state, regional, and local organizations, and landowners to prevent duplication of effort and to ensure the use of appropriate methods and protocols. To improve coordination, applicants are encouraged to collaborate with other organizations.

Applicants with barrier inventory projects must use the methodologies and protocols described in the Washington Department of Fish and Wildlife’s [Fish Passage Inventory, Assessment, and Prioritization Manual](#) to collect barrier inventory data. Contact the department’s [Fish Passage Inventory and Assessment Unit](#) to schedule training on the protocols described in this manual and for data submission procedures. Upon completion of a barrier inventory project and a passage barrier correction project, the inventory or correction data should be delivered to the department for incorporation

into the [Fish Passage Barrier Database](#). Final reimbursement will be approved after the delivery of this information.

## Combination Projects

Combination projects include both acquisition and restoration elements OR acquisition and planning. This type of grant allows for complex projects that otherwise would not be possible. For example, acquired land may need some immediate restoration to make the habitat suitable to fish. Likewise, some potential acquisitions may need an initial assessment of the landowners' willingness to sell in order to identify the most beneficial parcels of habitat. **Projects sponsors must complete combination projects within 3 years of funding** approval unless additional time is necessary, can be justified, and is approved by RCO.

To help ensure timely completion of combination projects, **acquisition of properties must be completed within 18 months** of funding approval.

## Other Considerations

### Phased Projects

Large projects can be complex, multi-year, multi-partner, and require extensive analysis, coordination, and implementation. Consider the potential complexity that large-scale or multi-million-dollar projects may create and discuss phasing with RCO staff and the WCRRR Steering Committee. Phased projects are subject to all of the following:

- Each phase must stand on its own merits as a viable WCRRR project.
- Each phase must have a scope of work the applicant can afford and complete given the amount of WCRRR funding requested.
- Each phase must be submitted as a separate application.
- Funding approval of any single phase is limited to that phase (no endorsement or approval is given or implied toward future phases).
- The application reviewers may consider progress on earlier phases when making decisions on current proposals. Applicants must submit planning and design deliverables of previously funded phases by the final application deadline for the current grant round.



## Eligible Costs

All project costs submitted for reimbursement must directly relate to the work identified in the project agreement and be considered reasonable, necessary, and eligible. Itemized lists of eligible expenses can be found in *Manual 5: Restoration Projects* and *Manual 7: Long-term Obligations*. Additional costs that may be eligible are described in this manual.

### Pre-agreement Costs

Generally, RCO will not reimburse costs incurred before the project start date of the grant's project agreement. However certain pre-agreement costs within the project scope are eligible for reimbursement (or to be used as match) if approved by the RCO grants manager in writing. Eligible pre-agreement costs include the following:

- Engineering and design costs for restoration projects (i.e. construction).
- Engineering and design costs (e.g. surveying, geotechnical, other data gathering) for planning projects.
- Costs necessary to determine control and tenure of the restoration site (e.g. preliminary title report).
- Costs necessary to establish land values for acquisition or conservation easement projects (e.g. survey, appraisals, title report).
- Acquisition projects granted a Waiver of Retroactivity.
- If cost-effective (i.e. materials are available at a reduced cost), the construction materials below and any associated transportation costs. RCO requires advance approval by the RCO grants manager to reimburse pre-grant purchase of any of the construction materials listed below.
  - Large woody materials
  - Culverts
  - Bridges

WCRRRI will not pay for purchases of land, construction materials and associated costs, or installation costs except those noted above, incurred before the project start date of the grant's project agreement.



## Attorney Fees

Reasonable attorney fees associated with restoration, planning, and combination projects may be an eligible administrative expense. Advance approval by the RCO grants manager is required. Attorney fees will be considered in light of project type, transaction complexity, and demonstrated need. RCO will consider reimbursement of attorney fees when they relate to complicated landowner agreements. Provide justification for the expense in writing and receive approval from the RCO grants manager in advance of the expenditure. Eligibility will be determined case-by-case.

## Liability Insurance

Liability insurance is a reimbursable administrative expense for restoration, planning, and combination projects. Sponsors may bill proportionally the cost of liability insurance to the project. Liability insurance expenses must directly relate to the completion of the WCRRI-funded project.

## Ineligible Project Elements

Some projects or elements that do not directly foster the WCRRI intent or do not meet cost or public policy constraints are ineligible for reimbursement or as match. Activities that are **ineligible** for reimbursement or match include the following:

- Building or indoor facility construction.
- Capital facilities and public works projects. Projects with infrastructure elements such as sewer treatment facilities, surface and stormwater management systems, and water supply systems are not eligible as stand-alone projects.

Projects that include flood protection structures must demonstrate a linkage to community resilience. If such infrastructure is included as a purpose of the project, the infrastructure must be included in the design documents. Evaluation of these projects will consider compatibility with and impact to adjacent habitat. Applicants are encouraged to include project elements that restore natural flood retention and protection solutions whenever possible. Applicants must demonstrate that process-based restoration was a considered alternative when proposing to construct new flood protection structures. Providing this information allows for a comprehensive review of the project by the WCRRI Technical Review Panel early in the process to resolve any potential issues. Applicants should consider consulting with RCO before applying to ensure project eligibility.

- Construction material purchased before the project start date of the project agreement, unless approved as a pre-agreement cost (see Section 4 for more information).
- Converting from septic to sewage treatment systems.
- Costs to apply for grants.
- Environmental cleanup of soils or materials contaminated above levels in the Model Toxics Control Act.
- Fish harvest and harvest management activities that are outside the eligible project type discussed above.
- Fishing license buy-back.
- Land leases, except for those projects on state-owned aquatic lands.
- Lobbying or legislative activities.
- Maintenance as stand-alone projects. This does not include riparian stewardship projects.
- Mitigation projects, activities, or funds. This prohibition includes cost over-runs for mitigation projects that do not have enough money for implementation. WCRRI funds may not supplement or supplant the cost of a mitigation project.
- Net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation or construction of fish hatcheries.
- Operation of hydropower facilities.
- Park facilities or structures.
- Project effectiveness monitoring costs associated with a completed project, including the purchase of equipment to monitor a WCRRI restoration or acquisition project.
- Projects that do not address an important habitat condition or ecosystem functions, goods, or services, or that focus mainly on supplying a secondary need.
- Property acquired before the project start date of the project agreement without a Waiver of Retroactivity (see Section 3 of RCO Manual 3: Acquisition Projects).
- Property acquisition through eminent domain.

- Purchase of existing structures that are not essential to the functions or operation and maintenance of the funded site. Non-essential structures must be removed or demolished (see Section 4 of this manual for more information).
- Purchase of motor vehicles as a direct expense. Mileage support, vehicle maintenance, and vehicle leases are allowable direct costs. Funds towards the purchase of a vehicle can be covered as operational (indirect) costs.
- Restoration activities before the project start date of the project agreement.

### Match Requirements

The WCRRI Grant Program does not require matching funds. Applicants are encouraged to report match (if any) to demonstrate their ability to leverage project support.

Matching resources may include cash, bonds, grants (unless prohibited by the funding authority), in-kind labor, equipment, and materials. See *Manual 8: Reimbursements* for information on match and reimbursements.

# Section 3:

## Application Information

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**In this section, you'll learn about the following:**

- ✓ How to apply for funding
- ✓ Tips to avoid common mistakes
- ✓ Scoring criteria and the evaluation process

### How to Apply for Funding

WCRRI grants are available every 2 years aligning with the Washington State Legislature's capital biennial budget process. A request for proposals will be available on RCO's WCRRI grant page during February in even-numbered years. To submit a proposal, project sponsors should follow the submittal requirements listed below.

This manual is published each biennium, with an updated schedule. Please watch RCO's WCRRI grant page for any schedule changes.

### Step 1. Work with Salmon Recovery Portal Technician

To complete an application, work with the Coast Salmon Partnership's Salmon Recovery Portal (formerly Habitat Work Schedule) technician to enter project information into the portal. Using the portal to create new applications links the application to both the portal and PRISM, which is RCO's grant management system.

Complete the Coast Salmon Partnership's habitat restoration [Conceptual Project Form](#) and submit it to the Salmon Recovery Portal technician [Rebekah Brooks](#).

Once the project information has been submitted through the portal, a PRISM project number is created. The portal technician will send this information to the applicant or the applicant can find this information in PRISM Online. Use the project number to find the project in PRISM to complete the application in the PRISM Online Application Wizard.

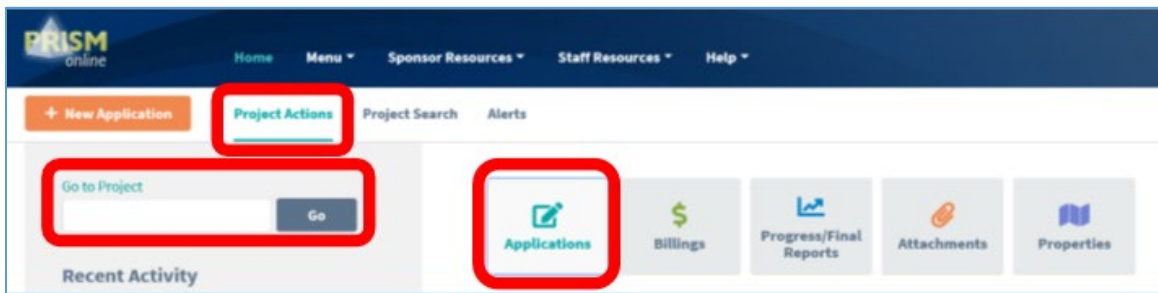
Allow up to one business week to receive your PRISM number from the Salmon Recovery Portal.

Project sponsors new to [PRISM](#) should contact the [PRISM Help Desk](#) to receive help adding information on a new sponsor organization into PRISM.

## Step 2. Submit Application Materials Using PRISM Online

Once a PRISM project number is assigned, use PRISM Online to complete the application. All applicants must use PRISM Online to complete applications. To use PRISM Online, visit RCO's Web site to [sign up for a user name and password](#). Do not share a PRISM user name and password with others in the applicant's organization. Multiple users may work on one application in PRISM, just add individuals to the Project Contacts list.

Sign in to [PRISM Online](#), select "Project Actions," and enter the project number from the Salmon Recovery Portal in the Go to Project field. Doing so will open the Application Wizard for the project. In Project Actions, select the Applications icon, which will display a list of applications for your organization.



If the project isn't in PRISM, please contact the RCO grants manager or the partnership program director. Contact information is in [Section 1](#).

Complete the required information on each screen and click the "Next" button. This process will take the applicant through the entire application page by page. Be sure to save work often. It is best not to have two people working in the application at the same time.

After completing the application requirements, check the application for errors on the Submit Application screen. Pages indicated with a red exclamation mark (!) in the navigation table on the left of the screen require refinement. Continue to check for errors after making corrections. If errors persist, reach out to the RCO grants manager for assistance. Once all the pages are cleared of errors and show a green check mark (✓), submit the application.

## Draft Application

A draft application checklist including information and links for required draft application materials is in [Appendix B](#). The Technical Review Panel uses the draft application materials during site visits. Applicants are encouraged to provide as much information as possible about the project, beyond the minimum requirements, to inform the site visits.

### Step 3: Site Visits

Applicants are required to give a 20- to 30-minute presentation on site to members of the Technical Review Panel. If the location is too remote or the panel deems otherwise, the applicant will be required to give a presentation at a different location. The panel will visit every project considered for inclusion in the WCRRI investment plan, unless deemed not necessary by the review panel (e.g. assessments, feasibility studies, or project sites visited in other grant rounds). The presentations and site visits are intended to improve reviewers' understanding of projects. There is also opportunity for reviewers to ask clarifying questions and provide applicants with direct feedback before final ranking of projects. Applicants are strongly encouraged to give the presentation in person.

After reviewing draft proposal materials and conducting site visits, the Technical Review Panel will complete project comment forms with directions on how applicants can improve their projects before the final application deadline.

### Step 4: Final Application Submission

A final application checklist including information and links for required final application materials is found in [Appendix B](#). Applicants must respond to written Technical Review Panel comments in the WCRRI project proposal. All final application information and materials must be entered or attached into the PRISM. The applicant must submit the application by the final application deadline. Incomplete applications or late submissions will be ineligible for funding, will not be evaluated, and will be excluded from the final investment plan.

## Helpful Application Tips

- **Scope of the project.** Be sure the project description and other application materials reflect the entire project scope. Include tasks covered by matching resources.
- **Contingency.** Do not include a line item for contingency in cost estimates. Ensure that each of the budget line items accounts for inflation and contingencies.

- **Architecture and engineering.** Include architecture and engineering costs in the cost estimate for restoration projects. Architecture and engineering costs include project administration, engineering, and design. “Architecture and engineering” is a separate work type in PRISM and must be selected to enter a cost. Note that architecture and engineering costs are tracked separately from construction costs for each worksite billed. Refer to *Manual 5: Restoration Projects* for guidance on what activities represent architecture and engineering expenses, and what activities represent construction expenses—the difference is not always obvious. The maximum allowable total architecture and engineering expense is 30 percent of construction costs.
- **Administrative costs for acquisition projects.** Include administrative costs in the cost estimate for acquisition projects. To be eligible, select “Administrative Costs” on the acquisition metrics page and enter a cost. Administrative costs track separately from land and incidental costs for each property billed to RCO. Refer to *Manual 3: Acquisition Projects* for guidance on what activities represent administrative costs. The maximum allowable total administrative expense is 5 percent of land plus incidental costs.
- **Area of Potential Effect maps.** RCO starts cultural resources review (see Section 4) and consultation early in order to help keep projects on schedule. To do this, RCO requires project applicants to provide a map showing the project’s area of potential effect. This map or series of maps should show the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and must include section, township, and range information, project name and number, and sponsor name. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Applicants may need to attach more than one map—one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities. A user should be able to determine the location of the project and the area that will be disturbed with the maps that are provided. Applicants will be asked to revise the maps if they are insufficient.

Applicants who do not have mapping software to create the Area of Potential Effect map, can use the Washington Department of Ecology’s free [mapping tool](#), which allows users to draw polygons and create PDF maps. Users can turn on important features such as section, township, range, county, etc.

Additional information on the cultural resources review process is in [Section 4](#).

- **Permitting and cultural resources.** Include permitting and cultural resource expenses in planning and restoration projects, as appropriate. Select both permits and cultural resources as separate PRISM work type categories.
- **Worksites and properties.** RCO requires tracking restoration project expenses separately for each worksite and tracking acquisition projects by property. Limit the number of worksites to those required and fiscally tracked for a restoration project. Acquisition projects should add a property for each transaction, i.e. multiple property transactions will require multiple properties. For restoration and planning projects, multiple, non-contiguous properties can be associated with one worksite.
- **Applicant resolution and authorization.** The applicant's governing body must pass a [resolution that authorizes submission](#) of the application for funding. This resolution will identify who may sign a contract and amendments on behalf of the organization. The format of the authorization may change, but the text may not change. Only one form is required for each applicant, so long as each project name and number is included in the resolution. Forms filled out incorrectly, or unsigned, are not valid and will require revisions. For help, contact a RCO grants manager before signing the form. Secondary sponsors must complete this form.
- **Working with landowners.** To ensure the complete application may be submitted by the deadline, and to expedite project implementation, make sure to work with landowners including state or local agencies, early. Make time to review all project control and tenure documents to confirm information is complete and they are signed by the appropriate people. Required documents include RCO's Landowner Acknowledgement (due at application) and either the Landowner Agreement Forms or right-of-entry permits (both of which are due before implementation), depending on the project type.
- **Landowner Acknowledgement Form:** A [Landowner Acknowledgement Form](#) is required for all projects proposed to occur on property not owned by the applicant at the time of application. Include a signed Landowner Acknowledgement Form from each landowner acknowledging that his/her property is proposed for funding consideration. Exceptions are as follows:
  - Assessments, inventories, and studies that cover a large area and encompass numerous properties do not require Landowner Acknowledgement Forms.
  - Multi-site acquisition projects that involve a large group of landowners require signed Landowner Acknowledgement Forms for priority parcels.



**Note:** *A Landowner Acknowledgement Form differs from a Landowner Agreement, which is required for restoration projects before construction on land not owned by the applicant. Refer to Section 4 for more information on landowner agreements.*

- **Washington Department of Fish and Wildlife lands:** If the project is on land owned or managed by the Department of Fish and Wildlife, the applicant should initiate consultation with the department early to allow enough time to get the required agency support documents. The department's State Lands Division manager is the only authorized person who may sign the required control and tenure documents and access permits. Regional staff contact information may be found online. Successful applicants should be prepared to work with the department's regional staff to prepare these documents.
- **State-owned aquatic lands:** Applicants with restoration or design projects that include shoreline, in-water work, over-water work, or public water access should contact the Washington Department of Natural Resources early in the application process to determine whether the project is on state-owned aquatic lands, which could affect project scoping.

See the Department of Natural Resources' [online map](#) to find the contact information for the department's aquatics land manager in the applicant's area, or call the department at (360) 902-1100. See Section 4 of this manual for more information on managing projects that are on state-owned aquatic lands.

Once the grant is funded, the Department of Natural Resources will work with the sponsor on a potential authorization to use state-owned aquatic lands. This authorization may be a lease, an easement, or a right of entry. Whatever the form, the authorization is not a permit but a contract to use the land. The Department of Natural Resources is not a regulatory agency. The agency represents the owner of the land, the State of Washington, so the sponsor relationship with the department will be like any landowner impacted by the project. To apply for an authorization, complete the [Joint Aquatic Resources Permit Application](#) (JARPA) and [JARPA Attachment E](#) and forward the entire application to the Department of Natural Resources. It is best to submit the application early in the process so the Department of Natural Resources can work to address any design issues early.

Please note that the project also may occur on trust lands managed by the Department of Natural Resources, which will require the sponsor to work with other divisions in the agency.

## Step 5: Project Scoring Criteria and the Evaluation Process

WCRRI uses a competitive, peer-reviewed ranking process to compare the costs and benefits of projects. Review procedures are intended to evaluate anticipated whole project value. Applicants are strongly encouraged to present their projects as cohesive and complete design, restoration, or protection actions. Proposals are expected to provide accurate and precise information about predicted project benefits and costs.

Draft project proposals will be reviewed by the WCRRI Steering Committee to ensure that the project will meet the eligibility criteria. Project sponsors will be given a chance to address any concerns before scheduling of field visits. Projects that fail to respond to the steering committee's concerns will not be scheduled for site visits with the Technical Review Panel.

On-site visits provide the Technical Review Panel members an opportunity to better understand the proposed project and ask the applicant clarifying questions. Following on-site visits, the Technical Review Panel will provide project sponsors with constructive comments that are to be addressed in the final proposal.

Final project proposals will be evaluated by the Technical Review Panel using the relevant WCRRI criteria provided in the Request for Proposal and Appendix A. Final proposals that fail to meet eligibility or application requirements will not be included in the ranking process. Once all projects have been reviewed and scored, an investment plan will be developed based on the Technical Review Panel scores and discussion. Once the investment plan is developed, there will be no changes to the project ranking although funding award recommendations may differ from requested amounts.

# Section 4: Project Expectations

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**In this section, you'll learn about the following:**

- ✓ Beginning a project
- ✓ Active Projects
- ✓ Closing a Project
- ✓ Site maintenance and long-term obligations
- ✓ Other requirements and things to know

## Beginning A Project

### Project Agreement

RCO and the applicant must sign a project agreement after grants are awarded and before work can begin. RCO has a [Successful Applicant workshop](#) online for sponsors to explain the project agreement, amendments to the agreement, and the reimbursement process. A [sample project agreement](#) can be found on the RCO Web site. Project applicants should review carefully the terms and conditions of the project agreement.

### Key Project Agreement Terms

The purpose of the project agreement is to protect the state's investment and outline the responsibilities of the state and the sponsor. The agreement also includes key milestone dates for the project's implementation. The project agreement is used in other RCO salmon recovery grant programs. Below are key sections of the project agreement.

- **Performance by the sponsor:** The sponsor is undertaking the responsibility for the project and must complete all elements as identified in the application materials.
- **Assignment:** The sponsor may not transfer or assign the contract without prior approval (per Appendix E: WCRRI Amendment Request Authority Matrix).

- **Responsibility for project:** The project remains the sole responsibility of the sponsor.
- **Indemnification:** The sponsor must indemnify, defend, and hold harmless the State and its agencies, officials, agents, and employees for this project.
- **Compliance with applicable law:** The sponsor will implement the project agreement in accordance with applicable federal, state, and local laws and regulations.
- **Right of inspection:** The sponsor shall provide access to the site in accordance with the project agreement and/or landowner agreement.
- **Procurement requirements (Section 16 of the project agreement):** If sponsors have a procurement process that follows applicable state and/or federal procurement principles, it must be followed. If no such process exists, the sponsor must follow these minimum procedures:
  - Publish a notice to the public requesting bids/applications for the project.
  - Specify in the notice the date for submittal bids/applications.
  - Specify in the notice the general procedure and criteria for selection.
  - Comply with the same legal standards regarding unlawful discrimination based upon race, ethnicity, sex, or sexual orientation that are applicable to state agencies in selecting a bidder or proposer.

See Section 6 of *Manual 18: Salmon Recovery Grants* for additional information relative to project agreements. Also, see the Washington State [Department of Enterprise Services Web site](#) for more information on contracting and procurement requirements.

## **Readiness to Proceed**

All projects must be completed on time. The RCO grants manager will work with sponsors to set progress milestones. The WCRRI Steering Committee may terminate the grant or reduce the grant award if the sponsor does not meet key milestones or finish on time. The WCRRI Grant Program cannot guarantee funding for projects that extend past the funding biennium because re-appropriation of unspent funds requires legislative approval. Sponsors who choose to have a project timeline that extends past this date do so at their own risk. Applicants who can demonstrate their projects can be completed within the funding biennium will be awarded more points during project evaluation than those who do not.

## **Control and Tenure**

To protect investments, sponsors must have adequate control of project sites to construct, operate, and maintain the areas for the term required by the grant program and project agreement. This “control and tenure” may be through land ownership, easement or landowner agreement.

A landowner agreement is required before reimbursement for any construction-related activity.

A landowner agreement remains in effect for a minimum of 10 years from the date of final payment to the project sponsor.

If the project sponsor is not the landowner, the project sponsor must sign an agreement with the landowner. RCO recommends project sponsors use the [Landowner Agreement Form](#) as provided. The agreement should define the terms, conditions, and obligations of both the landowner and the project sponsor. At a minimum, the agreement should do the following:

- Allow the sponsor and RCO staff access to the site for project implementation, inspection, maintenance, and monitoring.
- Clearly state that the landowner will not intentionally compromise the integrity of the project.
- Clearly describe and assign all project monitoring and maintenance responsibilities.

If the project sponsor owns the land, a landowner agreement is not needed. At the close of the project, the project sponsor must complete a stewardship plan. For more on stewardship plans see the subsection below about site maintenance and long-term obligations.

## **Project Design Review**

Design deliverables must be submitted to RCO via PRISM, on the attachments page, by the date in the project milestones. If the deliverable is conditioned for review in the project agreement the RCO grants manager will alert the WCRRI Technical Review Panel members to the availability of materials. Contacting the RCO grants manager by phone or e-mail will reduce delays of the review process. It is recommended that the review process be closely coordinated with other permitting agencies’ review processes. Note that preliminary and final designs must be completed and stamped by a licensed professional engineer unless otherwise indicated and approved through the application process.

Sponsors should allow about 30 days for each review. The review team may request additional design review steps for more complicated or controversial projects. The review team may meet with the project sponsors on site to discuss project alternatives and confirm preferred alternatives before starting preliminary designs. Design materials must follow specifications described in Appendix D of RCO's *Manual 18, Salmon Recovery Grants*.

## Permits

Local, state, and federal permits likely are required for any activity that takes place in or around waters of the state, including habitat restoration projects. Sponsors must obtain all necessary local, state, and federal approvals and permits before construction and final payment. RCO may terminate a grant if the sponsor cannot, or does not, obtain necessary permits and land use approvals.

The type of project impacts and the location determine which permits are required. The [Governor's Office for Regulatory Innovation and Assistance](#) can help determine which permits are required. Its Web site provides access to an online project questionnaire and the [Regulatory Handbook](#), which offers detailed information about environmental permits in Washington State. Information Center staff are available to help and may be reached at 1-800-917-0043 or by [e-mail](#). Contact the city or county in which the project is located for further information on required local permits. Appendix H of the [Stream Habitat Restoration Guidelines](#) provides a broad overview of typical permits required for work in and around water.

Contact permitting agencies early in the project planning process to ensure that all necessary permits are obtained before work is scheduled to begin. This is especially important for large, complex, or higher risk projects and those using novel techniques. Early agency coordination decreases the likelihood of costly design modifications, construction delays, or project rejection, and may result in a more effective and less expensive project.

All permits require a review process that takes time to complete. Some reviews are relatively fast (less than a month) while others may take several months. Sponsors should carefully consider the time needed to complete the required permit process when developing project schedules, especially given the relatively short allowable work period for many types of in-stream construction projects. Besides time, many permits require fees. Fees may be either a flat rate or a percentage of the project's total cost.

The most commonly required permit applications for stream habitat restoration projects are the [Hydraulic Project Approval](#) and the [Joint Aquatic Resources Permit Application](#) (JARPA). The Washington Department of Fish and Wildlife accepts applications for Hydraulic Project Approvals through its online [Aquatic Protection Permitting System](#). The JARPA is used to apply for [select permits](#) from other state, federal, and local agencies.

Using the Aquatic Protection Permitting System, sponsors may submit Hydraulic Project Approval application materials, pay the application fee, and view the status of their submitted applications. In addition, a sponsor can convert his/her Aquatic Protection Permitting System application into a draft JARPA with one click, then complete the JARPA outside of Aquatic Protection Permitting System and submit it to other permitting agencies that use the JARPA. Note that fish habitat enhancement projects that meet the criteria of [Revised Code of Washington 77.55.181](#) may qualify for a streamlined Hydraulic Project Approval that exempts the project from local government permits and associated fees. Contact a Washington Department of Fish and Wildlife habitat biologist to see if the project qualifies.

## **Expedited Federal Endangered Species Act Consultations**

The Endangered Species Act requires prior authorization of activities that may “take” (harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, collect, or attempt to do these things) threatened or endangered species listed under the Act.<sup>4</sup> Recognizing that some projects are unlikely to “take” a significant level of at-risk species, federal agencies allow some WCRRI sponsors to follow an expedited process that meets Endangered Species Act review requirements and reduces cost, uncertainty, time, and permitting.

Grant recipients may satisfy Endangered Species Act requirements via two pathways: Limit 8 or a Fish Passage and Restoration Programmatic Consultation. Sponsors may use these two pathways individually or in combination. The [Streamlining Endangered Species Act Consultation fact sheet](#) explains the process in detail and a brief description is listed below. For additional information on eligibility or process requirements, please contact RCO staff or [Curtis McFeron](#), National Oceanic and Atmospheric Administration’s (NOAA) National Marine Fisheries Service, (360) 534-9309.

- **Fish Passage and Restoration Programmatic Consultation.** This pathway applies to all threatened and endangered species, but only applies to projects that require a [U.S. Army Corps of Engineers' permit](#) (i.e. a Section 404 or Section 10 authorization). U.S. Fish and Wildlife Service and NOAA Fisheries each have an agreement with the U.S. Army Corps of Engineers that provides a mechanism for expedited consultation for qualifying fish passage and habitat restoration projects in Washington State. The two agreements have a similar purpose, but the covered categories of restoration actions and the required conservation measures in each agreement differ. Sponsors should carefully review the category descriptions, exclusions, and required conservation measures of [the NOAA](#)

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<sup>4</sup>NOAA Fisheries manages marine and anadromous species, while the U.S. Fish and Wildlife Service manages land and freshwater species. A list of [U.S. Fish and Wildlife Service-listed species](#) that may occur near the project and some information on other species, including NOAA Fisheries-listed species, may be found online.

[Fisheries Biological Opinion](#) and the [U.S. Fish and Wildlife Service Biological Opinion](#) during the project design phase to ensure they qualify. Qualifying sponsors must submit to the Corps detailed information describing their projects, their environments, and how their proposals meet the requirements of the biological opinions, along with other permit application materials. Refer to the [Corps' permitting Web site](#) for more detailed information on how to apply.

Note that projects that receive funding from Bonneville Power Administration, U.S. Fish and Wildlife Service, or directly from NOAA Fisheries may qualify for additional expedited Endangered Species Act consultation pathways known as the Habitat Improvement Program and the Programmatic Restoration Opinion for Joint Ecosystem Conservation by the Services. Contact those other funding sources for more information.

Sponsors of projects that may affect a federally threatened or endangered species or their designated critical habitat, but do not qualify for expedited Endangered Species Act consultation, may require<sup>5</sup> individual consultation. Contact the local U.S. Fish and Wildlife Service office and the NOAA Fisheries Geographical Branch chief for more information and technical assistance to avoid take.

Limit 8 self-certification for the Endangered Species Act is not eligible for WCRRI-funded projects.

### Cultural Resources

[Governor's Executive Order 05-05](#), Archaeological and Cultural Resources, directs state agencies to review acquisition and construction<sup>6</sup> projects for potential impacts to cultural resources<sup>7</sup> to ensure that reasonable action is taken to avoid adverse impacts to these resources. The federal government, through Section 106 of the National Historic Preservation Act, requires the same compliance for projects with federal involvement, for example, projects on federal lands, with federal funds, or those that require a federal permit.

RCO facilitates review under the Governor's executive order. The appropriate lead federal agency facilitates review under Section 106 of the National Historic Preservation Act. If the federal review covers the entire RCO project area, there is no additional review required to meet state requirements. Both processes require review, analysis, and

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<sup>5</sup>Projects with no federal nexus (i.e. funding, permitting, occurring on federal land, or having other significant federal involvement) do not require Endangered Species Act consultation.

<sup>6</sup>RCO defines "construction" projects as inclusive of development, restoration, and maintenance project types that have ground-disturbing actions.

<sup>7</sup>Cultural resources are archeological and historical sites and artifacts, and traditional tribal areas or items of religious, ceremonial, and social uses.



consultation with the Washington Department of Archaeology and Historic Preservation and affected Native American tribes for archaeological and cultural resources.

RCO starts cultural resources review and consultation early in order to help keep projects on schedule. To do this RCO requires project applicants to provide a map showing the project's area of potential effect. This map or series of maps should show the location of all proposed ground-disturbing activities, including access and staging areas. The map must include a polygon of the entire project area and must include section, township, and range information; project name and number; and sponsor name. A U.S. Geological Survey quad map is the preferred base map, though the applicant may use an aerial base map, as long as section, township, and range information are included on the map. Section lines and numbers must be clearly visible in the map. Applicants may need to attach more than one map—one zoomed out far enough to depict section lines and numbers, and one zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities. A user should be able to determine the location of the project and the area that will be disturbed with the maps that are provided. Applicants will be asked to revise if maps they are insufficient.

Applicants who do not have access to mapping software to create the Area of Potential Effect map may use the Washington Department of Ecology free [mapping tool](#) to draw polygons and create PDF maps. Users may turn on important features such as section, township, range, county, etc.

**Important Note:** Ground-disturbing activities for any project that occur before completion of the cultural resources review process are not eligible for reimbursement and may jeopardize funding the entire project.

## 05-05 Review Process

Using materials from the grant application, RCO consults with the Department of Archaeology and Historic Preservation and affected Native American tribes. The materials provided include the Area of Potential Effect Map, which shows the geographic areas where a project may change directly or indirectly the character or use of historic properties or archaeological resources.

Sponsors may not disturb the ground within the project area (or demolish or alter structures) until receiving approval from RCO.

All consultation through Executive Order 05-05 is initiated by RCO and will involve the applicant, Department of Archaeology and Historic Preservation, and affected tribes. The outcome of the initial consultation may require an applicant to complete a cultural resources survey and continued consultation. RCO must complete consultation before any ground-disturbing activities may occur.

Costs for cultural resources review (i.e. survey, monitoring, etc.) are eligible for reimbursement and should be included in the grant application.

## Compliance with Section 106 of the National Historic Preservation Act

If federal review is required to comply with Section 106 through federal landownership, permitting, or funding, the sponsor must provide the RCO grants manager with documentation that the review is completed before starting ground-disturbing activities.

The Section 106 Area of Potential Effect may include all ground-disturbing activities subject to the project agreement, including all staging areas. If there are any activities or areas in the RCO-funded project that are not covered by the Section 106 process, RCO must conduct cultural resources review for those items or areas to meet the review requirements in the executive order.

The sponsor is encouraged to work with the federal permitting agency to align the Section 106 Area of Potential Effect with the complete scope of work in the project agreement.

### State Agencies

State agency sponsors have the responsibility to ensure compliance with cultural resources requirements, either through Section 106 or as lead through Executive Order 05-05. RCO will not initiate review or consultation for projects sponsored by another state agency. Before initiating any ground-disturbing activities, the state agency sponsor must submit evidence of completion of the appropriate cultural resource review process to RCO. RCO will provide a notice to proceed.

### Projects on State-owned or -managed Lands (non-agency sponsored)

For projects on state-owned land the state agency landowner (Department of Fish and Wildlife, Washington State Parks and Recreation Commission, Department of Natural Resources, Department of Transportation, etc.) is responsible for ensuring that cultural resources review and consultation is completed in accordance with state and federal laws. Each agency has its own guidelines for meeting these requirements and ensuring appropriate management of cultural resources. Documentation of compliance must be provided to RCO.

## Amendments Triggering Cultural Resources Review

During the progress of the project, a sponsor may request a scope change, which could change the project work site or project activities. If the work site expands or if the new work proposed adds, rather than reduces, the amount of construction required to implement the project, these new elements must undergo cultural resources review and consultation before implementation.

## If Cultural Resources are Discovered During Project Actions

If archaeological or historic materials are discovered after ground-disturbing activities have started, the sponsor must stop work immediately where the item is found, secure the area, and notify the following tribal governments and state agencies:

- RCO
- Concerned Native American tribes' cultural resources staff
- Department of Archaeology and Historic Preservation

If human remains are discovered during ground-disturbing activities, the sponsors must immediately stop work in the vicinity of the finding, secure the area, and notify the groups listed below in the most expeditious manner possible, in compliance with state law.<sup>8</sup>

- RCO
- Concerned Native American tribes' cultural resources staff and cultural committees
- Department of Archaeology and Historic Preservation
- County coroner
- Local law enforcement

The Standard Terms and Conditions of the RCO grant agreement includes Inadvertent Discovery Protocol language. Refer to the agreement for specific instructions. Work may be able to continue in other areas on the project site if a discovery has been made. Work with the grants manager to determine the best course of action.

## Active Projects

### Progress Reports

Project sponsors are required to submit progress reports generally every 6 months in PRISM. The progress reporting module in PRISM provides a record of progress that grants managers use to assess performance and allows sponsors to submit permit information, attach documents, and update milestone dates as the project adapts to

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<sup>8</sup>Inadvertent Discovery of Human Skeletal Remains on Non-Federal and Non-Tribal Land in the State of Washington (Revised Codes of Washington 68.50.645, 27.44.055, and 68.60.055)

conditions. Project sponsors should communicate any major project scope or timeline change or other project-related issues to their RCO grants managers through the progress report module.

## **Reimbursement**

RCO pays sponsors through a reimbursement process. This means that sponsors will not receive a lump sum grant in advance. Sponsors must provide documentation for all expenditures before receiving compensation. RCO requires a minimum of one billing a year and a maximum of one a month. RCO's *Manual 8: Reimbursements* describes RCO reimbursement policies and procedures. Reimbursement workshops are available on the RCO Web site. Sponsors may download cash advance request forms and view reimbursement policies, audit information, labor and mileage rates, and other financial information at RCO's [billing section](#) of its Web site.

Any significant change orders during project construction must be approved **in advance** by RCO staff.

In limited situations, advances can be made to project sponsors. Landowners who are not sponsoring the project are not eligible to receive advances.

## **Amendments and Cost Increases**

If during an active project agreement, the project scope, timeline, or cost of completing a project requires a change, a project sponsor may request an amendment to the agreement. Project sponsors must submit amendment requests in writing or via the PRISM progress reporting module to their RCO grants managers. Cost and scope change amendments must include an [Amendment Request Form](#). The RCO grants managers review amendment requests for clarity and eligibility, and facilitate the review and approval process per Appendix E. Once the requested amendment is approved or disapproved, the project sponsor will receive written notice from the RCO grants manager.

### **Scope Change Amendment**

If a sponsor requires a change in scope for a project, RCO and the WCRRI Steering Committee must approve it first. Consult the RCO grants manager to determine whether the change constitutes a scope change. All scope change amendment requests must include the [Amendment Request Form](#) and may require other supporting documents such as a revised [Cost Estimate Spreadsheet](#) or revised project narrative.

Work that is outside project scope is ineligible, even if the activity is programmatically eligible, and will not be reimbursed. Sponsors should request a scope change before implementing work outside the project scope.

## Time Extension Amendment

Time extension requests do not require the WCRRI Amendment Form but do require a written request and an updated milestone worksheet with requested new dates. Notify the RCO grants manager of any projected delays associated with the agreement end date (contract termination date) as soon as possible. Delays that affect the agreement end date, require a time extension amendment to the project agreement. Extension requests must be in writing and provided to RCO no less than 60 days before the project completion date.

RCO cannot guarantee that WCRRI funds will be re-appropriated by the state Legislature past the biennium when funds are awarded. Sponsors with projects that go past June 30 of odd-numbered years or who request time extensions past this date do so at their own risk. If WCRRI funding does not get re-appropriated, all agreements will be terminated, and work that goes past the end of the funding biennium cannot be reimbursed.

## Cost Change Amendment

Reasonable requests for additional money to cover expenses exceeding original budgeted costs will be considered. A dedicated source of funding for cost increase amendments does not exist; however, funds returned from completed projects will be made available on a first-come-first-served basis. Sponsors should consider all potential funding sources (internal, other grant programs, partner agencies, landowners) as part of a strategy to compensate for unforeseen costs. If funds are not available through WCRRI and/or costs are considered unreasonably high, RCO and the WCRRI Steering Committee may require a project scope reduction if possible or termination of a project agreement. Projects completed under budget, with remaining WCRRI funds at the end of a project agreement do not require a cost change amendment. All cost change amendment requests must include the [Amendment Request Form](#) and a revised [Cost Estimate Spreadsheet](#) or similar budget document. Review the WCRRI Amendment Request Authority Matrix (Appendix E) for the specific review and approval process with a cost change amendment request.

Sponsors who overspend their project budgets do so at their own risk and are not guaranteed a cost increase to cover budget exceedances. All cost increase requests should be submitted in advance of over-spending of a project budget.

## Cash Advance Policy

RCO recognizes that some sponsors may not have the cash flow needed to implement parts of approved projects. Short-term cash advances are available. Follow the escrow process in PRISM Online for land purchases (fee simple or easement).

To comply with federal rules and state law, RCO established an advance policy for private entities and one for public/quasi-public entities. A public/quasi-public entity is defined as an entity established or authorized by law that would not constitute a private service provider under Revised Code of Washington 43.88.160(5)(e).

Please refer to *Manual 8: Reimbursements* for detailed information on cash advances.

## Closing A Project

### Site Inspections

The project sponsor can expect the following site inspections during the life of the project:

- **Interim:** This inspection normally is coordinated with the sponsor and the RCO grants manager. Other members of the Technical Review Panel also may attend. This interim site inspection is made sometime during project implementation to help resolve any apparent or anticipated problems and to monitor project progress.
- **Final:** This site review takes place after the sponsor requests a final payment and/or final inspection. The RCO grants manager is required to attend in order to close out the grant and issue final payment. Other members of the Technical Review Panel also may attend. This request must be made only after the project is complete, architects and/or engineers have made their inspections, and defects have been corrected. The final inspection is intended to ensure that the project was completed as described in the project agreement. For private lands, the landowner agreement shall allow access to perform project site inspections. On completion of the final inspection and submission of a final report in PRISM the final payment will be made.
- **Compliance:** RCO has a policy to inspect completed projects to compare actual conditions to the terms and conditions of the project agreement. An inspection may be done at any time during the life of the project or landowner agreement. Inspection will result in a determination of compliance, non-compliance, or conversion. See *Manual 7: Long-term Obligations*, for more information.

### Final Report

A final report is due at project completion. The final report is submitted in PRISM. The report is required before a final payment is released for the project and indicates project completion to the grants manager. Typically, the final report and final reimbursement request are submitted at the same time.

## Site Maintenance and Long-term Obligations

A WCRRI grant comes with long-term obligations to maintain and protect the project area after the project is complete. "Project area" means the area consistent with the geographic limits of the scope of work of the project. The long-term obligations for WCRRI projects are described in Section 25 of the project agreement, and *Manual 7: Long-term Obligations*.

RCO completes post-agreement inspections of completed restoration projects to ensure compliance with the scope of work and the terms of the Landowner Agreement or stewardship plan are being met (see below).

Sponsors of **acquisition projects** must provide an [Acquisition Stewardship Plan](#) in addition to those requirements described in *Manual 3: Acquisition Projects*. Sponsors must provide the stewardship plan with the final documentation at the close of the project. A plan is necessary to ensure stewardship meets the project objectives through maintenance and monitoring of the site in perpetuity.

Sponsors of **restoration projects on sponsor-owned property** must provide a stewardship plan with the final documentation at the close of the project. A plan is necessary to ensure stewardship meets the project objectives through maintenance and monitoring of the site for at least 10 years beginning from the date of the last bill payment for restoration projects. Use the [Restoration Stewardship Plan](#) outline found on the RCO Web site.

Sponsors of **restoration projects on property owned by someone else** must adhere to the following:

- **Landowner Agreement.** A signed [Landowner Agreement Form](#) that allows the sponsor and RCO staff access to the site for inspection and monitoring, which remains in effect for a minimum of 10 years beginning from the date of the final payment to the project sponsor. A signed landowner agreement must be provided to RCO before construction or before a sponsor is reimbursed for any construction expenses.
- **Washington Department of Natural Resource's authorization to use state owned aquatic lands,** if relevant. Please see Section 3: State-Owned Aquatic Lands, for more information. The Land Use License takes the place of the required landowner agreement for the project.
- **Fish Passage Projects.** In addition to the long-term obligations outlined in the project agreement, the landowner is required to maintain unimpeded fish passage at the project site in perpetuity as specified by [Revised Code of Washington 77.57.030](#). For questions about this law contact the Washington Department of Fish and Wildlife.

RCO recognizes that changes occur over time and that some acquisitions may become obsolete or the land needed for something else. The law discourages casual discards of land and facilities by ensuring that grant recipients replace the lost value when changes or conversions of use take place. In general, the project area funded with an RCO grant must remain dedicated to the use as originally funded, such as for salmon recovery purposes, for as long as defined in the project agreement. For acquisition projects, that period is perpetual. For restoration projects, the ongoing obligation is a minimum of 10 years from the date of project closure or more as specified in the landowner agreement (or stewardship plan for sponsor-owned project areas).

A conversion occurs when the project area acquired, developed, or restored with RCO grants is used for purposes other than what it was funded for originally. See *Manual 7: Long-term Obligations* for a discussion of conversions and the process required for replacement of the public investment. Non-compliance with the long-term obligations for an RCO grant may jeopardize an organization's ability to obtain future RCO grants.

### **Prohibited Uses on WCRRI-funded Properties**

Some activities on properties purchased with WCRRI funds may not be allowed throughout the life of a project even after funding has been reimbursed or after a project is complete. Check with the RCO grants manager if any of the activities identified below, are being considered now or in the future.

- Construction of new buildings, structures, or indoor facilities.
- Installation of permanent net pens, artificial rearing facilities, remote site incubation systems, and supplementation.
- Operation of fish hatcheries or hydropower facilities.
- Use of existing structures that are not essential to the functions or operation and maintenance of the funded site. Non-essential structures must be removed or demolished.

Other activities not listed above must be reviewed under RCO's Allowable Uses Framework in *Manual 7: Long-term Obligations*.

### **Specific Allowed Uses on WCRRI-Funded Properties**

#### **Fish Acclimation**

Acclimation ponds for rearing juvenile fish species are not eligible for WCRRI funds, but may be allowed on WCRRI-funded properties under the following conditions:



- Fish acclimation occurs in a natural pond, wetland, or stream channel (off-channel or side channel).
- No earth moving, water diversion, or substantial alteration to the existing habitat conditions is conducted. Efforts are taken to use the least impactful methods to achieve project goals; any impacts are mitigated post-project.
- Proposed use is consistent with the terms of the existing WCRRI conservation easement between the sponsor and landowner and approved by the conservation easement holder, where applicable.
- The salmon recovery region or lead entity reviewed and approved the supplementation proposal for consistency with the salmon recovery plan.
- Listed species are not harmed or negatively affected.
- Use of the project site will not impair stream, riparian, or wetland habitat.
- The acclimation period is short-term (typically less than 90 days) and all acclimation-related infrastructure is removed after juveniles are released each season.
- RCO grants manager has approved specific acclimation activities.

Requests for acclimation ponds that do not meet the criteria above must be reviewed under RCO's Allowable Uses Framework.

## **Land Conveyances to the Federal Government**

At times, land purchased with a WCRRI grant may transfer to the federal government for free or in exchange for similar property. In these instances, RCO will use the following process:<sup>9</sup>

1. Sponsor notifies RCO of the intent to convey land to a federal agency.
2. The RCO grants manager assists in the development of an agreement mechanism to ensure parties consider the appropriate level and scope of habitat protections.

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<sup>9</sup>Revised Code of Washington 77.85.130(7) states that: (7) Property acquired or improved by a project sponsor may be conveyed to a federal agency if: (a) The agency agrees to comply with all terms of the grant or loan to which the project sponsor was obligated; or (b) the WCRRI Steering Committee approves: (i) Changes in the terms of the grant or loan, and the revision or removal of binding deed of right instruments; and (ii) a memorandum of understanding or similar document ensuring that the facility or property will retain, to the extent feasible, adequate habitat protections; and (c) the appropriate legislative authority of the county or city with jurisdiction over the project area approves the transfer and provides notification to the WCRRI Steering Committee.

3. Sponsor submits a draft agreement to RCO.
4. WCRRI Technical Review Panel conducts a technical review and assessment of the proposed substitute habitat protections.
5. RCO grants manager and policy staff review the agreement to determine if all criteria were addressed and if the agreement is ready to present to the WCRRI Steering Committee.
6. Staff presents the conveyance request to the WCRRI Steering Committee at a public meeting with opportunity for public comment.
7. The WCRRI Steering Committee may take the following actions:
  - Approve the conveyance and associated habitat protections as presented.
  - Provide additional guidance and request a revised proposal.
  - Deny the proposed conveyance.

If the terms of the original grant were revised, the following criteria must be met to meet the statutory requirement of Revised Code of Washington 77.85.130(7)(ii):

1. The WCRRI-funded property must be conveyed in its entirety.
2. The sponsor cannot receive compensation in any form for the conveyance, unless receiving a property of equal or greater conservation value, including species and habitat, (than the conveyed property) that will remain protected in perpetuity.
3. The conveyance agreement must include the original grant conditions except where those conditions are contrary to federal law or policy. In those instances, as directed by the statute, the draft agreement must identify substitute habitat protections.
4. Substitute protections must fully meet or exceed goals and objectives of the original project and result in the outcomes intended in the original grant. If substitute protections cannot be ensured to fully meet or exceed the goals and objectives of the original grant, other benefits to the targeted species, habitat, or ecosystem functions must be provided that outweigh the potential loss of protection.
5. Substitute protections or other intended benefits of the conveyance must support salmon recovery and produce sustainable and measurable benefits for fish and their habitat.
6. Substitute habitat protections must do the following:

- Apply to the full parcel of land funded by WCRRI.
  - Be long term or in perpetuity, if possible, under federal law and policy.
  - Support those habitat and other ecosystem functions necessary to survival and health of the target species identified in the original grant.
  - Be legally enforceable.
7. There must be a low likelihood that future uses on the land will not be conservation-oriented or contrary to the original grant conditions. Measures of future uses include, but are not limited to, commercial value and resource extraction value.
  8. The proposed management plan should provide equal or greater stewardship of conservation values than that intended in the original grant.
  9. Agreement must clearly identify remedies in law, statute, and contract terms.
  10. Agreement mechanism must be legally enforceable with known remedies.

## **Other Requirements and Things to Know**

### **Public Disclosure Rules**

RCO records and files are public records that are subject to the Public Records Act.<sup>10</sup> More information about [RCO's disclosure practices](#) is available online.

### **Civil Liability for Landowners**

In 2013, state law exempted landowners from civil liability for property damages resulting from habitat projects on their lands. The law amends Revised Code of Washington 77.85.050, which is the salmon recovery law. The law provides specific information on what steps project sponsors and landowners must take to be covered by the exemption. See [RCO's salmon liability fact sheet](#) for more information.

### **Veterans Conservation Corps**

The Department of Veterans Affairs created the Veterans Conservation Corps and maintains a list of veterans with an interest in working on environmental restoration projects. The WCRRI Steering Committee encourages sponsors to incorporate veterans

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<sup>10</sup>Revised Code of Washington 42.56

into projects when possible. For additional information about this program, contact the Veterans Conservation Corps coordinator, (360) 725-2224.

## **Invasive Species**

The WCRRI Steering Committee encourages grant recipients to consider how their projects may spread invasive species, and work to reduce that possibility. Invasive species may be spread unintentionally during restoration activities. Here is how it could happen:

- Driving a car or truck to a field site and moving soil embedded with seeds or fragments of invasive plants in the vehicle's tires to another site. New infestations may begin miles away as the seeds and fragments drop off the tires and the undercarriage of the vehicle.
- Sampling streams and moving water or sediment infested with invasive plants, animals, or pathogens via boots, nets, sampling equipment, or boats from one stream to another.
- Moving weed-infested hay, gravel, or dirt to a new site, carrying the weed seeds along with it, during restoration and construction activities. Before long, the seeds germinate, and infest the new site.

The key to minimizing the introduction and spread of invasive species into a restoration project is twofold: 1) Use materials that are known to be free of invasive plants or animals in the restoration project, and 2) clean equipment both before and after the job. The Washington Invasive Species Council developed [prevention protocols](#) for this purpose. Equipment to clean should include, but not be limited to, footwear, gloves, fishing equipment, sampling equipment, boats and their trailers, and vehicles and tires.

# Appendix A: WCRRI Technical Review Panel Evaluation Criteria

		LOW SCORE	HIGH SCORE	Higher Score Reflects...
Recommend to Review		No	Yes	Proposal meets minimum requirements for review. Proposals not recommended for review will receive a total score of "0" and returned with brief comments.
Restoration Benefit– 30 Points	Species	0	10	Multiple species, unique populations and/or important species interactions are positively impacted by the project.
	Physical Processes and Features	0	10	Projects that recover habitat through process-based solutions will receive the highest scores. Hardened infrastructure solutions are acceptable but may score lower. Temporary fixes will score low.
	Quantity of Benefit	0	10	A higher number of quantified benefits and measurable restoration benchmarks to be achieved.
Community Benefit– 30 Points	Jobs	0	15	A higher number of Full-time Equivalents (FTE) created or sustained, newly created and longer lasting FTEs, and how the FTEs impact the coastal communities may all contribute to a higher score.
	Direct Community Impacts and Improvements	0	10	Community benefits. Example: Improved access, recreation opportunities, public health, increased resilience.
	Threat Reduction	0	5	Risk reduction. Increases community resilience to flooding, erosion, fire, climate change, other catastrophic events.
Likelihood to Succeed–20 Points	Logical Approach and Schedule	0	10	An appropriate and achievable time frame and order of events to complete the project. Demonstrated readiness to proceed.
	Appropriate Scope with Clear Goals and Objectives	0	5	Goals and objectives of the project have been clearly communicated within a scope that is achievable and fitting for the project.
	Sponsor/Participants Experience	0	5	Experience with restoration and community resiliency projects reflects a higher likelihood of future success.
Cost and Landownership –20 Points	Permits and Landowners	0	5	Directly impacted landowners have provided evidence of project support (written or verbal during site visit) above and beyond required project acknowledgement forms.
	Best Use of Public Funds	0	15	A well-justified funding request that demonstrates good use of funds, availability of matching funds, and a clear and complete budget.
	Local Support Document	No	Yes	Local support document signed and submitted. Projects lacking this may not move forward regardless of rank.
<b>Total</b>		0	100	

# Appendix B:

## Application Checklist

The following tables list the required materials to complete a draft project proposal and a final project proposal, respectively.

### Draft Project Proposal Checklist (pre-site visit)

In PRISM online, complete the Project Details, Metrics, and Costs pages for the application.

✓ PRISM Online Attachment Checklist Items	Template/Form Link
Attach a draft project proposal (form available on RCO's WCRRI Web site.)	<a href="#">Appendix C</a>
<a href="#">Cost Estimate Spreadsheet</a> . WCRRI recommends using its template or similar format. Attach in PRISM and clearly label as "Cost Estimate."	<a href="#">Optional Template</a>
Project map in PRISM Online	<a href="#">PRISM Online</a>
Complete Project Details, Metrics, and Costs pages in the application	<a href="#">PRISM Online</a>
Maps: <ul style="list-style-type: none"> <li>• General vicinity map for all projects</li> <li>• Site plan for restoration projects</li> <li>• Parcel map for acquisition projects</li> </ul>	Applicant Creates
Design materials for restoration projects. Note that preliminary designs are required at final application for projects requesting \$250,000 or more in WCRRI funds.	Applicant Creates
Project photographs: <ul style="list-style-type: none"> <li>• At least two photographs of site conditions before project implementation in .jpg file format.</li> <li>• Additional graphics and photographs to describe the project may be attached in a PowerPoint or PDF document (optional).</li> </ul>	Applicant Creates
<a href="#">Barrier Evaluation Forms</a> and <a href="#">Correction Analysis Form</a> (fish passage projects only).	<a href="#">Barrier Evaluation Forms</a>

✓ PRISM Online Attachment Checklist Items	Template/Form Link
<ul style="list-style-type: none"> <li>Barrier Evaluation Form is required for fish passage projects (planning or restoration).</li> <li>Correction Analysis Form required for barrier correction construction projects.</li> <li>Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife’s <a href="#">Fish Passage Map</a> Web site.</li> </ul>	<a href="#">Correction Analysis Form</a>
Other materials (optional): Waiver of Retroactivity, graphs, parcel maps, letters of support, etc.	Applicant Creates

## Final Project Proposal Checklist

In PRISM online, select “Check page for errors” on each page or “Select application for errors” on the Submit Application page to make sure all fields are complete.

✓ PRISM Online Attachment Checklist Items	Template/ Form Link
Project proposal (form available on WCRRRI Grant page)	<a href="#">Appendix C</a>
<a href="#">Cost Estimate Spreadsheet</a> . WCRRRI recommends using this RCO template or similar format. Attach in PRISM and clearly label “Cost Estimate.” Include agency indirect in the estimate.	<a href="#">Optional Template</a>
<a href="#">Landowner Acknowledgement Form</a> . (required for projects on land not owned by the applicants or on state-owned aquatic lands)	<a href="#">Form</a>
<a href="#">Project Partnership Contribution Form</a> . Suggested for organizations other than the applicant (third party) that may be providing match	<a href="#">Form</a>
Maps: <ul style="list-style-type: none"> <li>General vicinity map for all projects</li> <li>Area of Potential Effect Map for all projects (Refer to cultural resources review in <a href="#">Section 3</a>.)</li> <li>Site plan for restoration projects</li> <li>Parcel map for acquisition projects</li> </ul>	Applicant Creates
Design materials for restoration projects. <i>Note that preliminary designs ARE REQUIRED for projects requesting \$250,000 or more in WCRRRI funds.</i>	Applicant Creates
Response to review panel draft application comments. Applicants must respond to review panel comments by updating their project proposals in PRISM.	Update Project Proposal

✓ PRISM Online Attachment Checklist Items	Template/ Form Link
Project photographs. At least two photographs of site conditions before project implementation are required in .jpg file format.	Applicant Creates
<p><a href="#">Barrier Evaluation Forms</a> and <a href="#">Correction Analysis Form</a> (fish passage projects only)</p> <ul style="list-style-type: none"> <li>Barrier Evaluation Form is required for fish passage projects (planning or restoration).</li> <li>Correction Analysis Form required for barrier correction construction projects.</li> <li>Completed Barrier Evaluation Forms may be available on the Department of Fish and Wildlife's <a href="#">Fish Passage Map</a> Web site.</li> </ul>	<p><a href="#">Barrier Evaluation Forms</a></p> <p><a href="#">Correction Analysis Form</a></p>
Community support documentation (See <a href="#">Appendix F</a> )	Applicant Creates
Other materials (optional): waiver of retroactivity, graphs, parcel maps, additional letters of support, etc.	Applicant Creates
<a href="#">RCO Applicant Resolution and Authorization</a> (except for tribal applicants)	<a href="#">Form</a>
<a href="#">RCO Fiscal Data Collection Sheet</a>	<a href="#">Form</a>



# Appendix C: Project Proposal Templates

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All projects are required to have a project proposal. Sponsors should select a template that follows in Appendices C1-C3 that is most appropriate for the project type. A Word document of each proposal template is on RCO's [WCRRI grant page](#).

Applicants who need help choosing which proposal is best for their projects should contact RCO's staff contact.

# Appendix C-1: Barrier Inventory Project Proposal

<b>Project Number</b>	
<b>Project Name</b>	
<b>Sponsor</b>	

*Please respond to each question individually. Do not summarize answers collectively in essay format. The Technical Review Panel will use this information to evaluate the project. Limit your response to ten pages (single-sided). The sponsor may delete the italicized portion of the questions to shorten the proposal.*

*Submit this proposal as a PRISM attachment titled "WCRRI Project Proposal."*

**Note:** Applicants submitting fish barrier inventory projects should read the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) to understand data collection methods and protocols, and to assist with preparation of this project proposal.

1. **Project brief.** *In one or two sentences, what do you propose to do?*
2. **Project location.** *Describe the geographic location.*
3. **Problem statement.** *What are the problems your project seeks to address? Include the source and scale of each problem. Describe the site, reach, and watershed conditions. Describe how those conditions impact aquatic species and/or ecosystem processes/function. Include current and historic factors important to understanding the problems.*
4. **Describe the limiting factors that the project expects to address.**
5. Community resilience, through the **creation and maintenance of local jobs**, is key to the mission of the WCRRI Grant Program. It is understood that these employment counts will be estimates. However, applicants should be diligent and

prudent with their estimates. Describe and/or show, including dollar values, how your response was determined. Please note if the employees are likely to come from the local community.

- a. **How many jobs, shown in 12-month full-time equivalents (FTEs), are projected to be created by the project?**
- b. **How many jobs, shown in 12-month FTEs, are projected to be maintained by the project?**

*Below are some examples to help guide these calculations.*

*Example Project A:*

*Planning and species monitoring will last for 12 months and employ two people at a half-time level. Because the jobs are for a full 12 months, the job count would just be divided by 2 to account for the half-time work. Planning and species monitoring will create one, 12-month FTE.*

*Bridge construction will last 4 months and require nine full-time workers currently employed by a local construction firm during this period. Bridge construction will therefore maintain three (9 workers x 0.3 year), 12-month FTEs. These are listed as maintained because the workers already are employed.*

*Forest thinning and logjam creation will last for 18 months and employ three loggers and one truck driver, who are independent contractors. 4 workers x 1.5 years=6 FTEs. Forestry and stream work will create six, 12-month FTEs.*

*Project A will create seven new jobs (6+1) and maintain three, 12-month FTEs.*

*Example Project B:*

*Invasive species removal will have a single full-time manager for 2 years. This manager will develop a removal plan to be conducted in July 2017 and 2018 (total of 2 months). Removal will require hiring 24 workers for the month of July. The creation of the manager position would be two, 12-month FTEs because it is a 2-year position. Removal would be only 2 months or one-sixth of a year. 24 divided by 6 equals four, 12-month FTEs.*

*Project B will create six, 12-month FTEs.*

*Example Project C:*

*The acquisition-centered project has \$75,000 to hire survey work, \$60,000 for professional habitat assessment, and \$90,000 for work by a wetland biologist. Each of these would employ an existing professional. \$225,000 is a reasonable amount for three FTEs.*

*Project C will maintain three 12-month FTEs.*

6. **Please list the community benefits (ex. access, flood protection, recreational opportunities, etc.) that will result from the project.**
  - a. **Explain how the community benefits listed above will be achieved as part of the project.**
  - b. **Please describe any outreach and education aspects of the project.**
7. **Provide a narrative as to why the project is a good fit for the WCRI Grant Program.**
8. **Project goals and objectives.** *When answering the questions below please refer to Chapter 4 of the [Washington Department of Fish and Wildlife's Stream Habitat Restoration Guidelines](#) for more information on goals and objectives.*
  - a. **What are the project's goals?** *The goal of the project should be to remedy observed problems, ideally by addressing the problems' root causes. Goal statements should articulate desired biological/ecological outcomes (vision for desired future condition) and what species, life stages, and time of year (if pertinent) will benefit from those outcomes.*
  - b. **What are the project's objectives?** *Objectives support and refine goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions the project will complete to achieve stated goals. Each objective should be "SMART:" Specific, Measurable, Achievable, Relevant, and Time-bound.*
  - c. **What are the assumptions and constraints that could impact whether the sponsor achieves the objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly influence the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will the sponsor address these issues if they arise?*

9. **Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*
- a. **Using the Washington Department of Fish and Wildlife’s [Fish Passage Inventory, Assessment, and Prioritization Manual](#) provide the following information:**
    - i. *Inventory scope (road-based, stream-based)*
    - ii. *Methodology used for estimating potential habitat gain*
    - iii. *Geographic area to be covered*
    - iv. *Inventory equipment*
    - v. *What types of landowners will be targeted (state, private, etc.)*
    - vi. *Data management (i.e. what type of database will be used)*
    - vii. *Products to be produced*
  - b. **Provide a scope of work and detailed list of project deliverables.** *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them.*
  - c. **Describe any previous or ongoing barrier inventories within your project’s geographic area and how this project will build upon, rather than duplicate, completed work.**
  - d. **Explain how the results of the inventory will directly lead to projects that benefit coastal fisheries.**
  - e. **Explain how the sponsor determined the cost estimates.**
10. **Explain why it is important to do this project now instead of later.** *Consider its timing relative to other needs in the watershed and the current level of threat to species, ecosystem, and community resilience.*
11. **Describe the project manager’s and field personnel’s experience in conducting barrier inventories.** *Note that field personnel and the project manager must attend the Washington Department of Fish and Wildlife’s Fish Passage Training before initiating site assessment of barriers. The sponsor must collect data using the methodologies and protocols described in Washington Department of Fish and Wildlife’s [Fish Passage Inventory, Assessment, and Prioritization Manual](#).*

12. **List all landowner names.** *If the project will occur on land not owned by the organization, attach a [Landowner Acknowledgement Form](#) in PRISM from each landowner acknowledging that his/her property is proposed for WCRRI funding consideration. Additional points are possible during the scoring process if landowners provide additional documentation demonstrating support for the project.*

13. **List project partners and their roles and contributions to the project.** *Attach a Project Partner Contribution Form for each partner in PRISM*

## Comments

Use this section to respond to the comments received after the initial site visits, and then again after submitting the final application.

### Response to Site Visit Comments

Please describe how the sponsor responded to the review panel's initial site visit comments. *RCO recommends that the sponsor list each review panel comment and question and identify the response. The sponsor may use this space to respond directly to the comments.*

### Response to Post-Application Comments

Please describe how the sponsor responded to the review panel's post-application comments. *RCO recommends that the sponsor list each review panel comment and question and identify the response. The sponsor may use this space to respond directly to the comments.*

# Appendix C-2: Planning Project Proposal

<b>Project Number</b>	
<b>Project Name</b>	
<b>Sponsor</b>	
<b>Planning Type</b>	<b>indicate type: assessment, conceptual, preliminary, final, or innovative</b>

*Please respond to each question individually. Do not summarize the answers collectively in essay format. The Technical Review Panel will use this information to evaluate the project. Limit the response to ten pages (single-sided). The sponsor may delete the italicized portion of the questions to shorten the proposal.*

*Submit this proposal as a PRISM attachment titled "WCRRI Project Proposal."*

**Note: Sponsors of barrier inventory projects should NOT fill out this proposal.** They should use the Barrier Inventory Project Proposal instead.

1. **Project brief.** *In one or two sentences, what do you propose to do?*
2. **Project location.** *Describe the geographic location of the project.*
3. **Problem statement.** *What are the problems the project seeks to address? Include the source and scale of each problem. Describe the site. Describe how those conditions impact the target species and/or ecosystem processes/function. Include current and historic factors important to understand the problems.*
4. **Describe the limiting factors, and life stages (by species) that the project expects to address.**
5. Community resilience, through the **creation and maintenance of local jobs**, is key to the mission of the WCRRI Grant Program. It is understood that these job

counts will be estimates. However, applicants should be diligent and prudent with their estimates. Describe and/or show how, including dollar values, you determined your answers. Please note if the hires are likely to come from the local community. *Please answer the questions below.*

- a. **How many jobs, shown in 12-month full-time equivalents (FTEs), are projected to be created by the project?**
- b. **How many jobs, shown in 12-month FTEs, are projected to be maintained by the project?**

*Below are some examples to help guide these calculations.*

*Example Project A:*

*Planning and species monitoring will last for 12 months and employ two people at a half-time level. Because the jobs are for a full 12 months, the job count would just be divided by 2 to account for the half-time work. Planning and species monitoring will create one, 12-month FTE.*

*Bridge construction will last 4 months and require nine full-time workers currently employed by a local construction firm during this period. Bridge construction will therefore maintain three (9 workers x 0.3 year,) 12-month FTEs. These are listed as maintained because the workers already are employed.*

*Forest thinning and logjam creation will last for 18 months and employ three loggers and one truck driver, who are independent contractors. 4 workers x 1.5 years=6 FTEs. Forestry and stream work will create six, 12-month FTEs.*

*Project A will create seven new jobs (6+1) and maintain three, 12-month FTEs.*

*Example Project B:*

*Invasive species removal will have a single full-time manager for 2 years. This manager will develop a removal plan to be conducted in July 2017 and 2018 (total of 2 months). Removal will require hiring 24 workers for the month of July. The creation of the manager position would be two, 12-month FTEs because it is a 2-year position. Removal would be only 2 months or one-sixth of a year. 24 divided by 6 equals four, 12-month FTEs.*

*Project B will create six, 12-month FTEs.*



*Example Project C:*

*The acquisition-centered project has \$75,000 to hire survey work, \$60,000 for professional habitat assessment, and \$90,000 for work by a wetland biologist. Each of these would employ an existing professional. \$225,000 is a reasonable amount for three FTEs.*

*Project C will maintain three, 12-month FTEs*

6. **List the community benefits (ex. access, flood protection, recreational opportunities, etc.) that will result from the project.**
  - a. **Explain how the community benefits listed above will be achieved as part of the project.**
  - b. **Describe any outreach and education aspects of the project.**
7. **Provide a narrative as to why the project is a good fit for the WCRRI Grant Program.**
8. **Project goals and objectives.** Please answer the questions below.
  - a. **What are the project's goals?** *The goal of the project should be to remedy observed problems, ideally by addressing the problems' root causes. The sponsor's goal statements should articulate desired biological/ecological outcomes (vision for desired future condition). The statement also should include which species and life stages will benefit from those outcomes and the time of year (if pertinent) those benefits will be realized (e.g. will high flow refuge be available when juveniles are out-migrating or rearing in the project area?).*
  - b. **What are the project's objectives?** *Objectives support and refine goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions the project will complete to achieve the stated goal. Each objective should be "SMART:" Specific, Measurable, Achievable, Relevant, and Time-bound.*
9. **What are the assumptions and constraints that could impact whether the sponsor achieves the objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly influence the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will the sponsor address these issues if they arise?*

10. **Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*
- a. **Provide a narrative description of the proposed project.** *Describe the specific project elements and explain how they will lead to the project's objectives. For assessment projects, describe the study design and methodology to be used.*
  - b. **Provide a scope of work and detailed list of project deliverables.** *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and a schedule for accomplishing them. If the project will produce a design, please specify the level of design that will be developed (conceptual, preliminary, or final); design deliverables must comply with those described in RCO's [Manual 18: Salmon Recovery Grants](#) Appendix D. Complete planning projects within 2 years of funding.*
  - c. **Explain how the sponsor determined cost estimates.**
  - d. **How have lessons learned from completed projects or monitoring studies informed project?** *Sources of results may be from lessons learned from previously implemented projects, Intensively Monitored Watershed results, or other sources.*
11. **If the project includes an assessment or inventory** (Note: project may extend across a wide area and cover multiple properties). *Please answer the questions below.*
- a. **Describe any previous or ongoing assessment or inventory work in your project's geographic area and how this project will build upon, rather than duplicate, the completed work.**
  - b. **If a design is NOT a deliverable of this grant, please describe how this project fills a data or information gap and how the newly acquired information will lead to ecosystem restoration in the future.**
12. **If the project includes developing a design:** *Please answer the questions below.*
- a. **Will a licensed professional engineer design the project?**
  - b. ***If not, please describe the qualifications of the design team.***
  - c. **If the project includes a fish passage or screening design, has the project received a Priority Index (PI) or Screening Priority Index (SPI) number? If so, provide the PI or SPI number and describe how it was**

*generated (i.e. physical survey, reduced sample full survey, expanded threshold determination, or Washington Department of Fish and Wildlife generated. Refer to the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) for guidance).*

- d. **Will you apply for permits as part of this project's scope?**
  - e. ***If not, please explain why and when the sponsor will submit permit applications.***
  - f. **Fish passage design projects.** *Please answer the questions below.*
    - i. *Describe how you will incorporate climate change predictions into your fish passage design project. Note that if you are proposing a culvert or arch, your stream simulation design will be required to incorporate climate change predictions. Please inquire of Coast Salmon Partnership program director or RCO grants manager for further information.*
    - ii. *Describe the amount and quality of habitat made accessible if the barrier is corrected.*
    - iii. *List additional upstream or downstream fish passage barriers, if any.*
13. **Explain why it is important to do this project now instead of later.** *Consider its timing relative to other needs in the watershed and the current level of threat to species, ecosystem, and community resilience.*
14. **If the project is a part of a larger project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which of these steps is included in the application for funding.** *Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*
15. **Describe the sponsors experience managing this type of project.** *Please describe other projects where the sponsor successfully used a similar approach.*
16. **List all landowner names.** *If the project will occur on land not owned by the organization, attach a [Landowner Acknowledgement Form](#) in PRISM from each landowner acknowledging that his/her property is proposed for WCRRI funding consideration. Additional points are possible during the scoring process if landowners provide additional documentation demonstrating support for the project.*
17. **List project partners and their roles and contributions to the project.** *Attach a [Project Partner Contribution Form](#) from each partner in PRISM.*

18. **Stakeholder outreach.** *Discuss whether this project has any opposition or barriers to completion besides funding. Describe the sponsor's public outreach and feedback received. Are there any public safety concerns with the project? How will the sponsor address those concerns?*

## Comments

Use this section to respond to the comments received after the initial site visits, and then again after submitting the final application.

### Response to Site Visit Comments

Please describe how the sponsor responded to the review panel's initial site visit comments. *RCO recommends that the sponsor list each review panel comment and question and identify the response. The sponsor may use this space to respond directly to the comments.*

### Response to Post-Application Comments

Please describe how the sponsor responded to the review panel's post-application comments. *RCO recommends that the sponsor list each of the review panel comment and question and identify the response. The sponsor may use this space to respond directly to the comments.*

# Appendix C-3: Restoration, Acquisition, and Combination Project Proposal

<b>Project Number</b>	
<b>Project Name</b>	
<b>Sponsor</b>	

*Please respond to each question individually. Do not summarize answers collectively in essay format. The Technical Review Panel will use this information to evaluate your project. Limit the response to ten pages (single-sided), excluding supplemental questions. The sponsor may delete the italicized portion of the questions and inapplicable supplemental questions to shorten the proposal.*

*Submit this proposal as a PRISM attachment titled "WCRRI Project Proposal."*

1. **Project brief.** *In one or two sentences, what do you propose to do?*
2. **Project Location.** *Describe the geographic location of the project.*
3. **Problem statement.** *What are the problems your project seeks to address? Include the source and scale of each problem. Describe the existing site conditions. Describe how those conditions impact the target species and/or ecosystem processes/function. Include current and historic factors important to understand the problems.*
4. **Describe the limiting factors and life stages (by species) that your project expects to address.**
5. Community resilience, through the **creation and maintenance of local jobs**, is key to the mission of the WCRRI Grant Program. It is understood that these job counts will be estimates. However, applicants should be diligent and prudent with

their estimates. Describe and/or show how, including dollar values, you determined your answers. Please note if the hires are likely to come from the local community.

- a. **How many jobs, shown in 12-month full-time equivalents (FTEs), are projected to be created by the project?**
- b. **How many jobs, shown in 12-month FTEs, are projected to be maintained by the project?**

*Below are some examples to help guide these calculations.*

*Example Project A:*

*Planning and species monitoring will last for 12 months and employ two people at a half-time level. Because the jobs are for a full 12 months, the job count would just be divided by 2 to account for the half-time work. Planning and species monitoring will create one, 12-month FTE.*

*Bridge construction will last 4 months and require nine full time workers currently employed by a local construction firm during this period. Bridge construction will therefore maintain three (9 workers x 0.3 year), 12-month FTEs. These are listed as maintained because the workers already are employed.*

*Forest thinning and logjam creation will last for 18 months and employ three loggers and one truck driver, who are independent contractors. 4 workers x 1.5 years=6 FTEs. Forestry and stream work will create six, 12-month FTEs.*

*Project A will create seven new jobs (6+1) and maintain three, 12-month FTEs.*

*Example Project B:*

*Invasive species removal will have a single full-time manager for 2 years. This manager will develop a removal plan to be conducted in July 2017 and 2018 (total of 2 months). Removal will require hiring 24 workers for the month of July. The creation of the manager position would be two, 12-month FTEs because it is a 2-year position. Removal would be only 2 months or one-sixth of a year. 24 divided by 6 equals four, 12-months FTEs.*

*Project B will create six, 12-month FTEs.*

*Example Project C:*

*The acquisition-centered project has \$75,000 to hire survey work, \$60,000 for professional habitat assessment, and \$90,000 for work by a wetland biologist. Each of these would employ an existing professional. \$225,000 is a reasonable amount for three FTEs.*

*Project C will maintain three, 12-month FTEs.*

6. **List the community benefits (ex. access, flood protection, recreational opportunities, etc.) that will result from the project.**
  - a. **Explain how the community benefits listed above will be achieved as part of the project.**
  - b. **Describe any outreach and education aspects of the project.**
7. **Provide a narrative as to why the project is a good fit for the WCRRRI Grant Program.**
8. **Project goals and objectives.** *Please answer the questions below.*
  - a. **What are the project's goals?** *The goal of the project should be to remedy observed problems, ideally by addressing the problem's root causes. The sponsor's goal statements should articulate desired biological/ecological outcomes (the vision for desired future condition). The statement should also include which species and life stages will benefit from those outcomes and the time of year (if pertinent) those benefits will be realized (e.g. will high flow refuge be available when juveniles are out-migrating or rearing in the project area?).*
  - b. **What are the project's objectives?** *Objectives support and refine goals, breaking them down into smaller steps. Objectives are specific, quantifiable actions the project will complete to achieve the stated goal. Each objective should be "SMART:" Specific, Measurable, Achievable, Relevant, and Time-bound.*
  - c. **What are the assumptions and constraints that could impact whether you achieve your objectives?** *Assumptions and constraints are external conditions that are not under the direct control of the project, but directly impact the outcome of the project. These may include subsequent availability of funding, public acceptance of the project, land use constraints, geomorphic factors, additional expenses, delays, etc. How will you address these issues if they arise?*

9. **Project details.** *Please answer the questions below and all pertinent supplemental questions at the end of the application form.*
- a. **Provide a narrative description of the proposed project.** *Describe the specific project elements and explain how they will lead to the project's objectives. Include relevant existing project documentation (if any) as attachments in PRISM.*
  - b. **Provide a scope of work and detailed list of project deliverables.** *Provide a detailed description of the proposed project tasks, who will be responsible for each, what the project deliverables will be, and as schedule for accomplishing them.*
  - c. **Explain how the sponsor determined cost estimates.**
  - d. **Describe the design or acquisition alternatives considered to achieve the project's objectives.** *Why did the sponsor choose the preferred alternative?*
  - e. **How have lessons learned from completed projects or monitoring studies informed this project?** *Sources of results may be from individual sponsors, lessons learned from previously implemented projects, or other sources.*
  - f. **Describe the long-term stewardship and maintenance obligations for the project or acquired land.** *For acquisition and combination projects, identify any planned use of the property, including upland areas.*
10. **Explain why it is important to do this project now instead of later.** *Consider its timing relative to other needs in the watershed and the current level of threat to species, ecosystem, and community resilience.*
11. **If the project is a part of a larger project or strategy, describe the goal of the overall strategy, explain individual sequencing steps, and which of these steps is included in this application for funding.** *Attach a map in PRISM that illustrates how this project fits into the overall strategy, if relevant.*
12. **Describe the sponsors experience managing this type of project.** *Please describe other projects where the sponsor successfully used a similar approach.*
13. **List all landowner names.** *If the project will occur on land not owned by the organization, attach a [Landowner Acknowledgement Form](#) in PRISM from each landowner acknowledging that his/her property is proposed for WCRRI funding consideration. Multi-site acquisition projects need only attach a Landowner Acknowledgement Form for priority parcels.*



14. **List project partners and their role and contribution to the project.**
15. **Stakeholder outreach.** *Discuss whether this project has any opposition or barriers to completion, besides funding. Describe the sponsor's public outreach and feedback received. Are there any public safety concerns with the project? How will the sponsor address those concerns?*

## Supplemental Questions

### Restoration Project Supplemental Questions

Answer the following supplemental questions:

- A. **Will the sponsor complete, or already has completed, a preliminary design, final design, and design report (per RCO's [Manual 18: Salmon Recovery Grants Appendix D](#)) before construction?** *If no, please describe the design process and list all pre-construction deliverables submitted to RCO for review. Including riparian planting plans.*
- B. **Will a licensed professional engineer design the project?** *If not, please describe the qualifications of the design team.*
- C. **If this project includes measures to stabilize an eroding stream bank, explain why bank stabilization there is necessary to accomplish habitat recovery.** *Bank stabilization criteria required to meet eligibility is in Section 2 of RCO's [Manual 18: Salmon Recovery Grants](#).*
- D. **Describe the steps the sponsor will take to minimize the introduction and spread of invasive species during construction and restoration.** *Specifically consider how the sponsor will use un-infested materials and clean equipment entering and leaving the project area.*

### Acquisition Project Supplemental Questions

Applies to both acquisition-only and combination projects. Answer the following supplemental questions (these are not included in the ten-page limit):

- A. **Provide a detailed description of the property.** *Describe the habitat types, size, and quality on site (forested riparian/floodplain, wetlands, tributary, mainstem, off-channel, bluff-backed beach, barrier beach, open coastal inlet, estuarine delta, pocket estuary, uplands, etc.), critical areas on site, and any other features that make the site unique. Describe existing land use.*

- B. **List type (fee title or conservation easement) and acreage of acquisitions proposed.**
- C. **Does the sponsor hold an option or purchase and sale agreement for the property?**
- D. **Describe adjacent land uses.** *Describe the property's proximity to publicly owned or protected properties in the vicinity. Attach a map in PRISM that illustrates this relationship.*
- E. **What percentage of the total project area is intact and fully functioning habitat?**
- F. **Is the site in need of restoration that is not part of this grant application?** *If yes, describe the restoration need and planned timeframe for implementation.*
- G. **List structures (home, barn, outbuildings, fence, levees, bank armoring, or other infrastructure) on the property and any proposed modifications.** *If possible, please attach a map showing these structures. Note: In general, remove structures on WCRRI-assisted acquisitions. Refer to the WCRRI Grant Program manual for information about ineligible project elements.*
- H. **Describe the long-term stewardship and maintenance obligations for the acquired property.** *Identify any planned use of the property, including upland areas. If answered above, please skip.*
- I. **Describe the following:**
  - i. **Zoning/land use**
  - ii. **Shoreline Master Plan designation**
  - iii. **Portion of site within 100-year floodplain**
  - iv. **Portion of site within designated floodway**
- J. **Explain why federal, state, and local regulations are insufficient to protect the property from degradation.**
- K. **For water rights and water savings projects. Please answer the questions below.**
  - v. **Describe the mechanism that the sponsor intends to use to conserve water (trust, etc.) and explain why this is the preferred approach.**

- vi. **Which steps in the water conservation process will be completed under this project proposal?**
  - vii. **How much water, if any, will be saved because of this project?** *By what methods will the sponsor calculate the amount of water conserved?*
- L. **For acquisition projects intending to purchase multiple properties within an area, identify the target parcels and how the sponsor will prioritize the parcels.**

## Diversions and Screening Project Supplemental Questions

Answer the supplemental questions below.

Note: For questions or technical assistance, contact Daniel Didricksen, Department of Fish and Wildlife, 509-575-2104. Refer to the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) for further guidance. To schedule fish passage and diversion inventory and assessment training, contact WDFW's [Fish Passage Program](#).

- A. **Problem statement information to include in Item 3 of main questions above:** *If the diversion is equipped with a fish screen, provide details of why it is not functioning properly from a fish protection perspective (entrainment or impingement).*
- B. **Is this a pump or gravity diversion?**
- C. **What is the flow of the diversion in gallons per minute (gpm)?** *How was the flow determined (water right, meter-system meter, calculated from irrigation system components or direct measurement during peak spring/summer diversion using a flow meter)?*
- D. **If it is not possible to determine the flow, then provide the bank-full, cross-sectional area of the ditch, measured 100 to 300 feet downstream of the point of diversion.** *Refer to Section 8.3 of the Washington Department of Fish and Wildlife's [Fish Passage Inventory, Assessment, and Prioritization Manual](#) for instructions on how to collect this information.*
- E. **For projects that have a goal of saving water.** *Please answer the questions below.*
  - i. **Describe the mechanism that the sponsor intends to use to conserve water (trust, etc.) and explain why this is the preferred approach.**

- ii. **Which steps in the water conservation process will this project proposal complete?**
  - iii. **How much water, if any, will be saved because of this project?** *By what methods are you calculating the amount of water conserved?*
- F. **Will a licensed professional engineer design the project? Yes or No**  
*If not, please describe the qualifications of the design team.*

## **Invasive Species Removal Project Supplemental Questions**

Answer the following supplemental questions:

- A. **Describe the level of infestation in the watershed.**
- B. **What has been accomplished to date related to invasive species control in the watershed?** *Who has done the work? What is the success of these actions?*
- C. **What is the planned prioritization strategy for invasive species control within the sub-watershed or watershed?** *Include efforts before and beyond the duration of the requested grant funding.*
- D. **What is the anticipated time to control?** *Time to control is defined as treatment from upper extent to lowest, until the need is only a minor maintenance control effort to prevent re-sprouting or new stems from becoming established.*
- E. **List the major tasks necessary to reach a maintenance control level and their anticipated time schedule.** *Include efforts before and beyond the duration of the requested grant funding.*
- F. **Describe the staffing level needed to meet annual treatment goals and the plan to achieve that staffing level.**
- G. **What are the completed and/or planned landowner outreach efforts?**
- H. **What is the estimated total cost to reach a maintenance control level within the sub-watershed/watershed proposed for treatment?**
- I. **What is the 10-year strategy (including funding) for the following?** *Please answer the questions below.*
  - i. **Getting to maintenance control levels for the sub-watershed/watershed?**
  - ii. **Long-term maintenance/control?**

- J. **How will the WCRRI funds leverage other programs in the same sub-watershed/watershed?**
- K. **What are the proposed re-vegetation plans for treated sites?**

## Road Maintenance and Abandonment Plan (RMAP) Projects in Large Forest Supplemental Questions

Answer the following supplemental questions:

- A. **Explain how the RMAP project is not solely mitigation (i.e. not exclusively compensation for unavoidable impacts of specific forestry projects or actions).**
- B. **Provide documentation that the landowner has received an extension from the Department of Natural Resources for the proposed project.** *Identify how this RMAP project fits within the landowner's greater RMAP requirements. Attach documentation in PRISM.*
- C. **Provide any supporting materials relevant to the project site (e.g. pre-existing prioritized lists of stream crossing barriers developed by salmon recovery organizations, other conservation groups, government agencies, or tribes).** *This prioritized list should be different from the landowner's RMAP prioritization list. The prioritization should be based on information including the following: Fish species documented in the stream, miles of stream habitat above barrier, quality of upstream habitat, relationship to other barriers on the stream, and other factors. This list should include an introduction that identifies the factors and data sources used in the prioritization. Include the proposed project on the prioritized list. Attach this documentation in PRISM.*

### Comments

Use this section to respond to the comments received after the initial site visits, and then again after submitting the final application.

### Response to Site Visit Comments

Please describe how the sponsor responded to the review panel's initial site visit comments. *RCO recommends that the sponsor list each review panel comment and question and identify the response. The sponsor may use this space to respond directly to the comments.*

## Response to Post-Application Comments

Please describe how the sponsor responded to the review panel's post-application comments. *RCO recommends that the sponsor list each review panel comment and question and identify the response. The sponsor may use this space to respond directly to the comments.*

# Appendix D: Funded Project Forms

## Landownership Certification Form

This form ensures that the sponsor reviewed property information and that no encumbrances exist that would adversely affect the ability to restore the property. This form is required for all restoration projects and for all preliminary or final design projects after identifying the project site. The sponsor must submit the form before RCO issues a project agreement. Visit the RCO Web site to download a [Landownership Certification Form](#).

## Landowner Agreements

Landowner agreements are required for restoration projects on land that the sponsor does not own. Provide RCO with a signed landowner agreement before construction or before reimbursement for any construction expenses. The agreement is a document between the sponsor and the landowner that, at a minimum, allows access to the site by the sponsor and RCO staff for project implementation, inspection, maintenance, and monitoring; clearly states that the landowner will not intentionally compromise the integrity of the project; and clearly describes and assigns all project monitoring and maintenance responsibilities. The landowner agreement remains in effect for a minimum of 10 years from the date of project completion. The date of project completion is the date of final payment to the sponsor, as defined in Section E of the RCO project agreement. It is the sponsor's responsibility to inform the landowner of this date. Visit the RCO Web site to download a [Landowner Agreement Form](#).

## Acquisition Stewardship Plan

If the sponsor acquired fee simple land, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the property in perpetuity. To download a [template with the recommended plan components](#), visit the RCO Web site.

## Restoration Stewardship Plan

If the sponsor completed a restoration project, the sponsor must provide a stewardship plan at the close of the project. A plan is necessary to ensure the landowner will maintain the project area at least 10 years after completion. Visit the RCO Web site to download [template with the recommended plan components](#).

## Amendment Requests

Sponsors may appeal any decision to the steering committee. Use the amendment request template to submit a request to a RCO grants manager. Refer to the WCRRRI Amendment Request Authority Matrix, Appendix E, for more information.



# Appendix E: WCRRI Amendment Request Authority Matrix

Amendment Request	Sponsor	RCO Designee	WCRRI Technical Review Panel	WCRRI Steering Committee	Example
<b>All Project Types</b>					
Increase project funds due to project adjustments/overrun <sup>11</sup>	Consult	May approve or recommend	Available to review amendment	May approve	The site had different soil types than expected and it cost more than anticipated to do the geotechnical analysis, design, and culvert installation. Sponsor now requests an increase in WCRRI funds.
Increase/decrease project scope (no funding change)	Consult	May approve or recommend	Available to review amendment	May approve	Sponsor planted 3,000 trees and shrubs on 3 acres of riparian habitat as outlined in the contract. Funds remain and the sponsor wants to plant an additional 100 trees and shrubs on adjacent acres.  Sponsor plans to remove two barriers culverts. After designing the project, sponsor only has funds to install one culvert. Sponsor requests a scope reduction, but still needs to use all the funds.
Change project type	Consult	May approve or recommend	Available to review amendment	May approve	Sponsor proposed to purchase floodplain or riparian habitat and reconnect a side channel on a portion of the site. Sponsor now proposes to purchase the land only.

<sup>11</sup>Cost increases may be granted only if funding is available.

**Appendix E: WCRRI Amendment Request Authority Matrix**

<b>Amendment Request</b>	<b>Sponsor</b>	<b>RCO Designee</b>	<b>WCRRI Technical Review Panel</b>	<b>WCRRI Steering Committee</b>	<b>Example</b>
Transfer sponsorship	Consult	May approve			
<b>Acquisition Projects</b>					
Change site to a contiguous site	Consult	May approve site add/change	Available to review amendment		Sponsor proposed to purchase six parcels. One of the parcels is not available, and sponsor asks to buy a different contiguous site.
Change site to a non-contiguous site	Consult	May approve or recommend	Available to review amendment	May approve	Sponsor proposed to purchase six parcels. One of the parcels is not available and the sponsor asks to buy different land on a different part of the river.
Pay more than fair market value (no increase in funding)	Consult	May approve more than 10 percent		May approve up to 10 percent	Sponsor and landowner negotiate a purchase price above the fair market value.
<b>Restoration Projects</b>					
Significant change in the project location	Consult	May approve or recommend	Available to review the amendment	May approve	Sponsor is unable to replace a culvert at the proposed location and asks to replace a culvert on another river, Water Resource Inventory Area, or to benefit different fish.
<b>Assessment and Inventory Projects</b>					
Significant change in the location of the study	Consult	May approve or recommend	Available to review the amendment	May approve	Sponsor proposed to inventory barriers on a specific river and later asks to inventory another river, Water Resource Inventory Area, or to benefit different fish.
Change type of study	Consult	May approve or recommend	Available to review the amendment	May approve	Sponsor proposed to do an assessment on forage fish but after more research determines an inventory of barriers is more important.

# Appendix F:

## Local Support Document

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To be considered for funding through the WCRRI Grant Program, project sponsors are required to show local support for the project they are proposing. This may be accomplished by submitting a *local support document* as a PRISM attachment with their applications. This document must be signed by a qualifying local organization, listed here:

- Board of county commissioners
- City council
- Conservation district board of supervisors
- Lead entity
- Local port commission
- Managing entity of a tribal government
- Marine Resource Committee

A document that is not signed by one of the qualifying local organizations listed above must be accompanied by a written explanation as to how the sponsor's organization represents community interests and thus qualifies them as an appropriate supporter of a WCRRI project proposal.